



Mailing address: Box 8, Muncho Lake, B.C. Canada V0C 1Z0  
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## Job description

## NORTHERN ROCKIES LODGE LTD.

### Front Desk / Allrounder

#### Perks:

- Subsidized housing – room and board \$500-\$650/month
- Subsidized transport to the lodge
- Bonus at completion of contract – 50 % of room and board refunded
- 3 meals a day prepared by a professional chef
- 25% staff discount
- Free WIFI & Cable TV
- Canoes & other equipment available for staff to use and opportunity of Float plane rides
- Tips split between all departments
- Northern tax allowance
- Extra points for BC PNP and PR for remote location

**Why work for us** Be part of our diverse staff team from all over the world and explore Muncho Lake Provincial Park located in the heart of British Columbia's largest protected area, the Muskwa-Kechika. Our float-plane operation welcomes fishing & tour guests from around the globe who come to our lodge to experience the best wilderness gateway in Canada's North.

#### Responsibilities

- Operate front desk with minimal supervision
- check in and check out guests, operate WebRez
- General office duties including filing and billing
- Greet customers at entrance – make them aware of hotel, restaurant, gas station, RV campground and float-plane tours
- Answer phones, reply to email inquiries, making, changing, and cancelling reservation
- Operate gas station from front desk gas console
- Front desk nightly audit and record keeping of statistics with Microsoft Excel
- Operate Ideal POS and restock gift shop
- Maintaining a clean workplace, and reception area (dusting, cleaning windows, vacuuming etc.)
- Flight following
- Light bookkeeping / night auditing

#### Requirements:

- Excellent command of English in writing and speaking
- Demonstrates good knowledge of customer service
- Canadian citizen / permanent residence or have a valid work visa
- Willing to help in other departments of the hotel/lodge

#### Pluses:

- Previous experience working in the restaurant or hotel industry
- Previous experience in WebRez