



## HOTEL FRONT DESK CLERKS

NOC 64314

Make reservations, receive payment, and provide information and services to hotel, motel and resort guests.



### 3-YEAR OUTLOOK



Good

### 3-YEAR JOB OPENINGS

**80**

### MEDIAN HOURLY WAGE

**\$18.00**

\$15.65 \$21.50  
LOW HIGH

### TYPICALLY REQUIRED



High school / on-the-job  
training

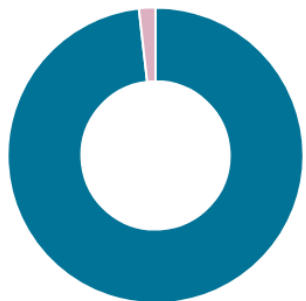
### EMPLOYED

**752**

### AVERAGE SALARY

**\$32,400**

The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

<b>98.2%</b>	Accommodation and food services
<b>N/A</b>	N/A
<b>N/A</b>	N/A
<b>1.8%</b>	All Other Industries



### EMPLOYMENT BY AGE

<b>17.6%</b>	15-24
<b>27.8%</b>	25-34
<b>20.4%</b>	35-44
<b>16.7%</b>	45-54
<b>13.0%</b>	55-64
<b>4.6%</b>	65+

### ALSO KNOWN AS

- Guest Services Agent - Hotel
- Hotel Front Desk Clerk
- Night Clerk
- Reservations Clerk - Hotel
- Room Clerk

### MAIN DUTIES:

This group performs some or all of the following duties:

- Maintain an inventory of vacancies, reservations and room assignments
- Register arriving guests and assign rooms
- Answer enquiries regarding hotel services and registration by letter, by telephone and in person, provide information about services available in the community and respond to guests' complaints
- Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems
- Present statements of charges to departing guests and receive payment.

