

HOTEL FRONT DESK CLERKS (NOC: 6525)



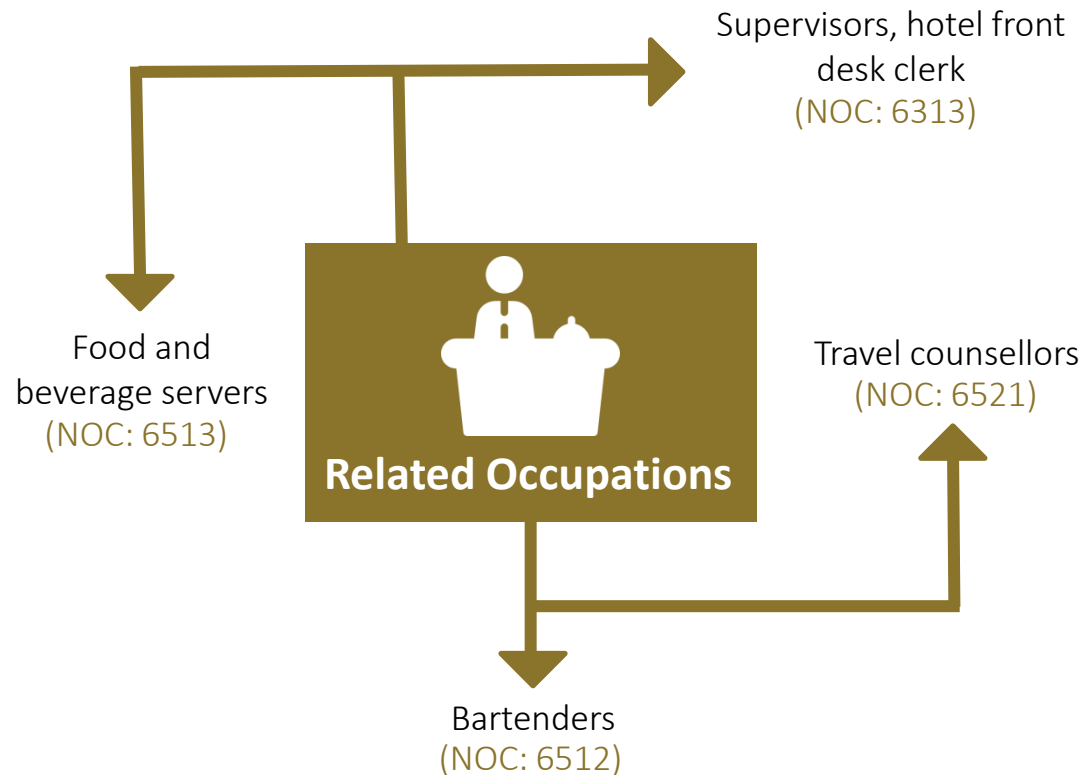
Hotel front desk clerks make room reservations, provide information and services to guests and receive payment for services. They are employed by hotels, motels and resorts.



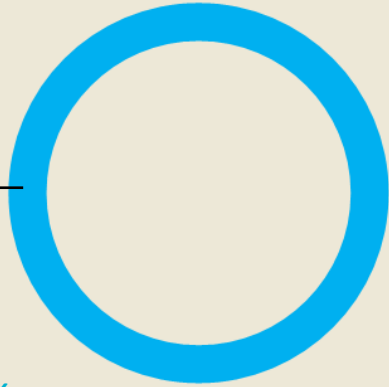
Completion of **secondary school** may be required.



Work Prospects
(2018 - 2020): **Fair**



Employment by Industry



100%
Accommodation
and food services

Examples of duties performed

- 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.



Sample Job Titles

Hotel front desk clerk

Night clerk

Room clerk

435

**Job Openings
2017-2026**

\$14.50

**Average
Wage
(per hour)**



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.