

Who We Are:

Like our country, ATCO Frontec is built on a Frontier Spirit of being agile, robust, ready to go to the most challenging places and push the boundaries. Do YOU have the Frontier Spirit? If the answer is yes, you should probably work with us.

ATCO Frontec is a market leader providing facilities management, camp services, workforce lodging solutions, operational support services and disaster and emergency management for a diverse range of clients, allowing them to focus on their core business.

We are a service organization, based on good people who get the job done in some of the most challenging places in the world. Our team is constantly pursuing excellence as a standard. We provide the training and supervision required to deliver the best customer service to our clients, and to ensure the highest safety standards.

We value diversity and we're committed to an inclusive, fair and respectful workplace, striving to create a work environment that allows for every employee to reach their full potential.

ATCO Frontec is part of ATCO Ltd. With approximately 6,000 employees and assets of \$23 billion, ATCO is a diversified global holding corporation with investments in Structures & Logistics (workforce housing, innovative modular facilities, construction, site support services, and logistics and operations management); Energy Infrastructure (electricity generation, transmission, and distribution; natural gas transmission, distribution and infrastructure development; energy storage and industrial water solutions; and electricity and natural gas retail sales); Transportation (ports and transportation logistics); and Commercial Real Estate. More information can be found at www.ATCO.com.

Description:

ATCO Frontec is seeking a **Front Desk Clerk** to join our Camp Services team in Clearwater and Valemount, BC. The Front Desk Clerk is responsible for the execution of daily bookings of guests in and out of the lodge.

Responsibilities:

- Ensures the smooth running of reception and computer systems for bookings
- Greets customers and answer their queries
- Receives and registers guests as they arrive
- Makes the weekly closing for the board sheets
- Ensures that all daily reports are completed correctly
- Controls and coordinates the transfers of rooms
- Notifies customers of their daily mail
- Reports any damages to the maintenance staff for repair given to the reception by guests
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent qualifications
- Good communication skills
- Professional and courteous demeanor
- Detail oriented, organized and the ability to multi-task
- Proficient using MS Office programs

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

Final candidates will be required to undergo a Security Clearance Check.

This position has been identified as safety sensitive and will require completion of a pre-employment alcohol & drug test.

Collection, use, and retention of personal information will be in accordance with ATCO Group privacy policies and practices.

By submitting your resume and personal information to the ATCO Group of Companies, and/or participating in a personal interview, you acknowledge and consent to the collection, use and disclosure of your personal information by the ATCO Group of Companies to determine your suitability for employment opportunities within the ATCO Group of Companies.