

WORKING AT WHITE OAKS

Job Posting

DEPARTMENT: **Reservations**

POSITION: **Switchboard Operator – part time**

POSTING DATE: **March 14, 2019**

QUALIFICATIONS:

- Previous customer service and switchboard experience preferred
- Excellent computer skills with sound knowledge of Microsoft Office [word, excel, powerpoint etc]
- Excellent communication and presentation skills
- Ability to multi-task in a high demanding, high pressure and fast paced environment.
- Must have attention to detail, a commitment to quality and customer focused
- Team player with excellent communication and organizational skills
- Demonstrates initiative, enthusiasm and self-motivation
- High energy, outgoing personality with a strong – professional interpersonal communication skills
- Must be flexible to work all shifts days, afternoons, including weekends
- Ability to deliver exceptional customer service to our guests

RESPONSIBILITIES:

The successful candidate will be responsible for the reception area for the Call Centre at White Oaks. Duties include greeting of all guests, answering all incoming calls by using the guest name, and directing guest inquires to the proper departments. Additional duties include provide administrative assistance to the Call Centre when required.

HOW TO APPLY →

Submit resumes by mail to:

253 Taylor Road, SS4

Niagara-on-the-Lake, Ontario, L0S 1J0

Or submit a Word or PDF via email to:

humanresources@whiteoaksresort.com

Or apply online:

www.whiteoaksresort.com/niagara-hospitality-jobs.html

White Oaks is a leader in service excellence dedicated to improving human and business performance by providing innovative and sustainable experiences in an atmosphere of distinct luxury.

White Oaks Conference Resort & Spa is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department if you require any accommodation throughout this process.

We thank all applicants however only those selected for an interview will be contacted.

WHITE OAKS

RESORT & SPA

Niagara-on-the-Lake