

Office Administrator/Guest Service Agent

Would you like to become part of LEVEL Furnished Living (www.stayinglevel.com), downtown Vancouver's newest extended stay accommodation specializing in stays of one month or more?

LEVEL introduces a new option for furnished apartment accommodation by way of contemporary furnishings, a focus on personalized service, a rooftop saltwater pool, and a professionally managed fitness centre. Each spacious LEVEL suite showcases comfortable design, fully-equipped kitchens and in-suite laundry. LEVEL uniquely combines the comforts of home and the convenience of hotel services

What should you bring to the table? To just name a few, the passion for making people happy, a great attitude, professional look and integrity.

Positions Available

- Full time (must be available weekends and some evenings)

Job Description

- ~ A/R and A/P
- ~ Balancing Guest Folios
- ~ Banking
- ~ Greeting and registering LEVEL Guests
- ~ Settling Guest accounts and maintain Guest balances
- ~ Performing concierge duties and meeting all guest requests
- ~ Responding promptly to all requests by guests and staff and inform appropriate contact
- ~ Be able to problem solve when problems arise
- ~ Assist sales department on calls and site visits when needed

Please forward resume, cover letter and expected pay.