



## Reservations Agent

**Location:** Twin Shores Camping Area, Darnley, PE

**Job Type:** Seasonal - Part-time and Full-time Available

**Job Summary:** Immerse yourself in the exciting and busy world of tourism as a Reservations Agent! We are known far and wide for our top-tier customer service and we are on the lookout for a star with an engaging personality to work with guests at check-in and answer all their burning questions. Great communication skills and confidence will go a long way in this role. Shift work will be required.

### Responsibilities:

- Checking guests in and out using our computerized reservation system
- Working with guests on a daily basis and responding to their questions and concerns
- Assisting with entrance and exit gates when needed
- Organizing information displays
- Light cleaning including sweeping, mopping, dusting and cleaning windows
- May involve extensive phone contact
- Other general duties as assigned

### Qualifications:

- Strong diplomatic skills and ability to deal with conflict resolution
- Excellent communication skills
- Ability to work with a team
- Ability to multi-task
- Ability to work under pressure in a very fast paced environment
- Possess a warm, outgoing and engaging personality
- Bilingualism not required but considered an asset
- Ability to stand up for a entire shift

**Compensation:** Starting at \$16.50/hour

**How to Apply:** Interested candidates should submit a resume to [jobs@twinshores.com](mailto:jobs@twinshores.com). Please include "Reservations Agent" in the subject line.

*Twin Shores Camping Area is an equal opportunity employer and encourages candidates from all backgrounds to apply.*