

# Front Desk Clerk

Comfort Inn  
Red Bluff



**Full Time – 40 hours per week / 5 days per week**

**Shifts:** Swing & Morning

*(Swing is 2:30pm – 10:30am; Morning is 6:30am – 2:30pm)*

**Wage:** \$12.00 per hour

## Position Requires:

- Some previous Front Desk Clerk, Front Office or Customer Service experience *preferred*.
- Must be 18 years of age to apply (high school diploma or GED)
- Bookkeeping experience also preferred.
- Must be reliable and dependable with good work attendance.
- Proven customer service professional, self-starter with the ability to multi-task.
- Excellent communication skills with previous phone experience (will answer and direct phone calls).
- Workplace maturity and excellent judgment.
- Good computer skills.

**Deadline to Apply: ASAP**

## To Apply:

Submit a Job Training Center Standard Application direct to employer: Comfort Inn, 90 Sale Lane, Red Bluff, CA Monday – Friday from 8am-4pm

The Job Training Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. 7-1-1 CRS for TTY Users. 7/31/2019 ch A proud partner of America's Job Center of California<sup>SM</sup> network.