

Immediate Openings – Apply Today!

Front Desk Clerk

Antelope Inn & Suites Red Bluff

Days / Hours: 32 hours per week
7am-3pm Tuesday - Friday **or** 3p-11p Thursday - Sunday

Wage: Minimum Wage



Position Requirements:

- Must have 2-3 years of previous Front Desk Clerk, Front Office or Customer Service experience.
- Good computer skills.
- Bookkeeping experience is 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.
- Workplace maturity and excellent judgment.

Deadline to Apply: ASAP

To Apply:

Submit a standard application with resume direct to employer at:
203 Antelope Blvd, Red Bluff.