



**POSITION: Bell Person**

The Bell person serves our guests efficiently, courteously and in a friendly and professional manner in accordance with the standards set by the Chateau Victoria Hotel & Suites.

**Duties & Responsibilities:**

- Greeting guests at the front entry & courtyard of the hotel in a friendly and professional manner.
- Operate the courtesy shuttle and valet park guest vehicles on request.
- Ensure all aspects of work areas are maintained, cleaned, organized and up to date.
- Assist guests with luggage and escort incoming guests to their destination.
- Assist group & tour arrivals and departures, including all baggage handling between bus & guestrooms.
- Be aware of local attractions and restaurants and make recommendations to guests.
- All other duties as assigned.

**Qualifications:**

- Must have a clean driver's license with at least two years driving experience on a class 5 license; also, comfortable driving both automatic and standard vehicles.
- Must be available for a variety of shifts including days, afternoons, weekends and holidays.
- Must be able to repeatedly lift and handle up to 50lbs (i.e. baggage handling)
- Must possess exceptional customer service skills and professionalism along with a positive personality and high level of energy.
- Requires good communication skills, both verbal and written.
- The ideal candidate will be multi-faceted and resourceful, able to work in a fast-paced environment.
- Previous hospitality experience preferred.

**We Offer:**

- Comprehensive benefits package
- Friends & Family hotel discount
- Vista 18, and Clive's Classic Lounge employee discount ~ 50%
- Industry discounts
- Employee events and celebrations including birthday, holiday and employee appreciation celebrations
- Learning and development opportunities
- Bike storage facilities and a discounted monthly bus pass through BC Transit

**Our Core Values, Do they meet yours?**

Heart ~ Integrity ~ Respect ~ Environment ~ Dedication

*Thank you for considering your employment with the Chateau Victoria Hotel and Suites!*

Please forward your resume to Kim Starling, HR Manager: [kstarling@chateauvictoria.com](mailto:kstarling@chateauvictoria.com)

*Authentically Local*