

---

**Coast Fraser Tower**

<b>Position Title</b>	<b>Front Desk Ambassador</b>
<b>Department</b>	<b>Front Desk</b>
<b>Location</b>	Coast Fraser Tower, Yellowknife, NT
<b>Reporting To</b>	Cindy Rowe, Guest Services Manager
<b>Posting Date</b>	May 13, 2008
<b>Closing Date</b>	Until position is filled
<b>Start Date</b>	May 2008

*This replacement / fulltime*

*And part time // hourly paid position(s) are now available.*

**Position Statement:**

*One full time and one part time position as Front Desk Ambassador*

**Responsibilities:**

Greeting and checking guests in and out of the hotel

Taking dinner reservations

Directing telephone calls

Giving guests directions and information on the City of Yellowknife

**Skills/Knowledge/Experience:**

Basic computer skills, will train

**Please submit your resume with cover letter, in confidence, to:**

Cindy Rowe, Guest Services Manager, Coast Fraser Tower

[c.rowe@coasthotels.com](mailto:c.rowe@coasthotels.com)

5303-52 Street, Yellowknife NT X1A 1V1

**People & Culture  
Coast Hotels & Resorts  
#900 – 1090 West Georgia Street  
Vancouver, BC V6E 3V7**

**By e-mail to: [hr@coasthotels.com](mailto:hr@coasthotels.com), or by fax to: 604.682.8942**