

SOUTH BEACH CASINO & RESORT

Group Reservations Coordinator

Job Summary

As a Group Reservations Coordinator, you are expected to handle all aspects of group reservations, import rooming lists, sending confirmations numbers, & group arrivals as well as departures. They will be expected to assist in processing group payments, generating reports & invoices, and maintaining accurate group records. The Group Reservations Coordinator will also need to coordinate with other departments, such as Sales & Catering, & Front Desk, to guarantee that the group's reservation requirements are met in a swift and efficient manner.

Qualifications and Requirements

An Individual should have a friendly personality with the ability to work with minimal supervision in a fast environment. Ideally you have prior customer service or experience in guest services for a least one year. Must have some computer skills. Must possess or willing to obtain the "Smart Choices" Certification in accordance with Manitoba Liquor Control Commission.

We are open 24 hours a day, 7 days a week, the successful applicant must be available to work various shifts and holidays.

Perks:

- Travel Allowance
- Company paid benefits
- Pension
- Subsidized Meal Program
- Competitive Wages

Please send your resume or application to:
hr@southbeachcasino.ca

Please Apply by 4:00pm on May 08, 2026.

