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Clerk Executive job in New Zealand with scholarship Visa Guide

Hiring organization
Coastal Haven Hospitality Group

Job Location

New Zealand
Remote work from: New Zealand

Base Salary

USD 2,800 - USD 3,800

Date posted

December 12, 2025

Valid through

19.06.2026

Qualifications

Intermediate/12th Grade Pass

Employment Type

Full time
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Description

Job Position: Hotel Management Clerk Executive

Company Name: Coastal Haven Hospitality Group

Base Salary: USD 2,800 – 3,800 Monthly

Qualifications: Intermediate/12th Grade Pass

Experience: 1-2 years in a customer service or clerical role

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Skills: Strong attention to detail, proficiency in MS Office, excellent phone etiquette, basic financial record keeping, and professional written communication.

Responsibilities: Handle guest check-in/out procedures, manage reservation system updates, assist with daily operational reports, coordinate departmental communication, and resolve minor guest queries.

We are seeking a dedicated and organized **Hotel Management Clerk Executive** to join the team at Coastal Haven Hospitality Group in New Zealand. This role is

ideal for candidates with entry-level experience or a few years of relevant work history who are looking to advance their career in the dynamic New Zealand tourism and hospitality sector. You will be a crucial support to the management team, ensuring smooth daily operations and exceptional guest satisfaction.

Description

Coastal Haven Hospitality Group is committed to providing a professional and supportive environment for all our staff.

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