

Front desk agent

Hotel Dene and Conference Centre

Job ID
49460

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LOCATION	DATE POSTED	EXPIRY DATE	
Hwy 28 & RR 423, Cold Lake, AB, AB Alberta	23-03-2026	19-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.00 hr	Will train	Secondary (high) school graduation certificate

Job Details

Front desk agent

Hotel Dene and Conference Centre

Job details

Location

Hwy 28 & RR 423

Cold Lake, AB

T9M 1P2

Work location on site

Salary

17.00 hourly / 30.00 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Register arriving guests and assign rooms

Resolve complaints and claims

Take, cancel and change room reservations

Provide information on hotel facilities and services

Process guests' departures, calculate charges and receive payments

Maintain an inventory of vacancies, reservations and room assignments

Follow emergency and safety procedures

Clerical duties (i.e. faxing, filing, photocopying)

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Provide customer service

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Personal suitability

Client focus

Excellent oral communication

Excellent written communication

Organized

Reliability

Team player

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Additional ways to apply

By mail

Hwy 28 & RR 423

Cold Lake, AB

T9M 1P2

In person

Hwy 28 & RR 423

Cold Lake, AB

T9M 1P2

Between 09:00 AM and 05:00 AM

Advertised until

To be determined

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