

## Front desk agent

Holiday Inn Express Cold Lake

Job ID  
**49566**

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|                                             |              |                     |                                                |
|---------------------------------------------|--------------|---------------------|------------------------------------------------|
| LOCATION                                    | DATE POSTED  | EXPIRY DATE         |                                                |
| 5315 48 Avenue, Cold Lake, AB, AB   Alberta | 01-04-2026   | 28-09-2026          |                                                |
| TYPE OF JOB                                 | SALARY       | MIN. EXPERIENCE     | MIN. EDUCATION                                 |
| Full Time                                   | CAD 16.25 hr | Experience an asset | Secondary (high) school graduation certificate |

### Job Details

Front desk agent

Holiday Inn Express Cold Lake

Job details

Location

5315 48 Avenue

Cold Lake, AB

T9M 0K9

Work location on site

Salary

16.25 Hourly / 30.00 to 40.00 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

Benefits: Health benefits

2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

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

Take, cancel and change room reservations

Provide information on hotel facilities and services

Provide general information about points of interest in the area

Process guests' departures, calculate charges and receive payments

Maintain an inventory of vacancies, reservations and room assignments

Answer telephone and relay telephone calls and messages

Provide customer service

### Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Standing for extended periods

Personal suitability

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Flexibility

Judgement

Organized

Reliability

Team player

### Benefits

Health benefits

Dental plan

Health care plan

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

5315 48 Avenue

Cold Lake, AB

T9M 0K9

In person

5315 48 Avenue

Cold Lake, AB

T9M 0K9

Between 09:00 AM and 05:00 PM

Advertised until

To be determined

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