

Front desk agent

Lakeview Inn & Suites Slave Lake

Job ID
49971

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LOCATION	DATE POSTED	EXPIRY DATE	
1550 Holmes Trail SE, Slave Lake, AB, AB Alberta	29-04-2026	26-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.00 hr	Experience an asset	Secondary (high) school graduation certificate

Job Details

Front desk agent

Lakeview Inn & Suites Slave Lake

Job details

Location

1550 Holmes Trail SE

Slave Lake, AB

T0G 2A0

Work location On site

Salary

17.00 hourly / 30 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

Benefits: Financial benefits

1 vacancy

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

Efficient interpersonal skills

Excellent oral communication

Judgement

Organized

Reliability

Team player

Benefits

Financial benefits

Group insurance benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

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

1550 Holmes Trail SE

Slave Lake, AB

T0G 2A0

In person

1550 Holmes Trail SE

Slave Lake, AB

T0G 2A0

Between 09:00 AM and 05:00 PM

By Email

jobslakeviewinn@outlook.com

Advertised until

To be determined

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