Front desk agent

Western Budget Motel

Job ID
52090

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/52090

LOCATION	DATE POSTED	EXPIRY DATE
4420 50 Street, Cold Lake, AB | Alberta	23-11-2026	22-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.50 Hourly	Experience an asset	Secondary (high) school graduation certificate

Job Details

Front desk agent

Western Budget Motel

Job details

• Location 4420 50 Street, Cold Lake, AB T9M 1S6

• Work location On site

• Salary 17.50 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

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

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

• Provides physical accessibility accommodations (for example: ramps, elevators, etc.)
• Provides visual accessibility accommodations (for example: braille, screen readers, etc.)
• Provides auditory accessibility accommodations (for example: transcription software, teletypewriters, etc.)
• Participates in a government or community program or initiative that supports persons with disabilities
• Offers mentorship, coaching and/or networking opportunities for persons with disabilities

Support for newcomers and refugees

• Recruits newcomers and/or refugees who were displaced by a conflict or a natural disaster (for example: Ukraine, Afghanistan, etc.)
• Supports newcomers and/or refugees with foreign credential recognition
• Offers mentorship programs that pair newcomers and/or refugees with experienced employees
• Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

• Participates in a government or community program or initiative that supports youth employment
• Offers on-the-job training tailored to youth
• Offers mentorship, coaching and/or networking opportunities for youth
• Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

• Provides awareness training to employees to create a welcoming work environment for Veterans
• Supports Veterans in translating their military skills and experience into the language of the civilian job market

Support for Indigenous people

• Offers mentorship, coaching and/or networking opportunities for Indigenous workers
• Develops and maintains relationships with indigenous communities, indigenous-owned businesses and organizations
• Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for mature workers

• Applies hiring policies that discourage age discrimination
• Provides staff with awareness training to create a welcoming work environment for mature workers

• Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)

Supports for visible minorities

• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

• Offers mentorship programs that pair members of visible minorities with experienced employees

• Provides diversity and cross-cultural training to create a welcoming work environment for members of 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

Direct Apply

By Direct Apply

Additional ways to apply

By mail

4420 50 Street, Cold Lake, AB T9M 1S6

By email

westernbudgetmotelbruce@getmail.ca

In person

4420 50 Street, Cold Lake, AB T9M 1S6Between 09:00 AM and 05:00 PM

Advertised until

To be determined

Downloaded from newcomersjobs.com on 24-11-2026