



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/19

## Front Desk Agent

<b>Job ID</b>	<b>C5-94-13-28-34-BF</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C5-94-13-28-34-BF">https://careers.indigenous.link/viewjob?jobname=C5-94-13-28-34-BF</a>	
<b>Company</b>	Cloud 9 Inn	
<b>Location</b>	Whitecourt, Alberta	
<b>Date Posted</b>	From: 2024-02-13	To: 2024-08-11
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 hourly / 30 to 40 hours per Week	
<b>Languages</b>	English	

### Description

Location 3559 Caxton Street, Whitecourt, AB T7S 1P4  
Terms of employment Permanent employment  
Full time Day, Early Morning, Evening, Morning, Night, Shift, Weekend  
Vacancies 2  
Overview  
Education  
No degree, certificate or diploma  
Experience  
Will train  
Responsibilities  
Tasks  
Register arriving guests and assign rooms  
Process group arrivals and departures  
Take, cancel and change room reservations  
Provide information on hotel facilities and services  
Provide general information about points of interest in the area  
Investigate and resolve complaints and claims  
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  
Handle wake-up calls  
Provide customer service

### How to Apply

By email  
[cloud9innwhitecourt@outlook.com](mailto:cloud9innwhitecourt@outlook.com)