



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Front Desk Clerk, Hotel

Job ID	54-19-0F-4F-BB-E5	
Web Address	https://careers.indigenous.link/viewjob?jobname=54-19-0F-4F-BB-E5	
Company	Horizon Inn 1 Ltd.	
Location	Valleyview, Alberta	
Date Posted	From: 2019-08-01	To: 2020-01-28
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.25 / hour for 35 to 40 hours / week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time

Employment conditions: Day, Evening, Weekend, Night

Job requirements

Education: Secondary (high) school graduation certificate

Experience: No experience

Work Location Information: Staff accommodation available

Personal Suitability: Client focus, Flexibility

Specific Skills: 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, Balance cash and complete balance sheets, cash reports and related forms, Follow emergency and safety procedures, Clerical duties (i.e. faxing, filing, photocopying), Answer telephone and relay telephone calls and messages, Provide customer service, Handle wake-up calls

Work Setting: Hotel, motel, resort

How to Apply

By email: horizoninn@hotmail.com

By mail: 5204 Highway Street, Valleyview, AB T0H 3N0

In person: 5204 Highway Street, Valleyview, AB T0H 3N0 (from 12:00 to 16:00)

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/04/28

Front Desk Clerk, Hotel

Job ID	AA7B9DC4C57F0	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=AA7B9DC4C57F0	
Company	Horizon Inn 1 Ltd.	
Location	Valleyview, Alberta	
Date Posted	From: 2019-08-01	To: 2020-01-28
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.25 / hour for 35 to 40 hours / week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time

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Job requirements

Education: Secondary (high) school graduation certificate

Experience: No experience

Work Location Information: Staff accommodation available

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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/04/28

Front Desk Clerk, Hotel

Job ID	DB44E8753AE11	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=DB44E8753AE11	
Company	Horizon Inn 1 Ltd.	
Location	Valleyview, Alberta	
Date Posted	From: 2019-08-01	To: 2020-01-28
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.25 / hour for 35 to 40 hours / week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time

Employment conditions: Day, Evening, Weekend, Night

Job requirements

Education: Secondary (high) school graduation certificate

Experience: No experience

Work Location Information: Staff accommodation available

Personal Suitability: Client focus, Flexibility

Specific Skills: 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, Balance cash and complete balance sheets, cash reports and related forms, Follow emergency and safety procedures, Clerical duties (i.e. faxing, filing, photocopying), Answer telephone and relay telephone calls and messages, Provide customer service, Handle wake-up calls

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