



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.Links 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: 2024/05/01

Front Desk Agent

Job ID	56-2F-04-42-23-C0	
Web Address	https://careers.indigenous.link/viewjob?jobname=56-2F-04-42-23-C0	
Company	Timber Ridge Inn & Suites	
Location	Fox Creek, Alberta	
Date Posted	From: 2022-09-22	To: 2023-03-21
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.50/hour, 30-40 hours/week	
Languages	English	

Description

Vacancy: 3

Permanent, full-time employment

Employment conditions: Early morning, morning, day, evening, weekend, night

Education: Secondary (high) school graduation certificate

Experience: Will train

Personal suitability:

Client focus, Efficient interpersonal skills, Excellent oral communication, Reliability

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, Exchange foreign currency, Process guests' departures, calculate charges and receive payments, Balance cash and complete balance sheets, cash reports and related forms, 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, Assist clients/guests with special needs, Handle wake-up calls, Perform light housekeeping and cleaning duties, Provide customer service

Work conditions and physical capabilities:

Attention to detail, Standing for extended periods, Work under pressure

How to Apply

By email:

jobs@timberridgeinn.ca

By mail:

314 1st Ave Box 148

Fox Creek, AB

T0H 1P0

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/01

Front Desk Agent

Job ID	0F33F1D25B1B8	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=0F33F1D25B1B8	
Company	Timber Ridge Inn & Suites	
Location	Fox Creek, Alberta	
Date Posted	From: 2022-09-22	To: 2023-03-21
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.50/hour, 30-40 hours/week	
Languages	English	

Description

Vacancy: 3

Permanent, full-time employment

Employment conditions: Early morning, morning, day, evening, weekend, night

Education: Secondary (high) school graduation certificate

Experience: Will train

Personal suitability:

Client focus, Efficient interpersonal skills, Excellent oral communication, Reliability

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, Exchange foreign currency, Process guests' departures, calculate charges and receive payments, Balance cash and complete balance sheets, cash reports and related forms, 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, Assist clients/guests with special needs, Handle wake-up calls, Perform light housekeeping and cleaning duties, Provide customer service

Work conditions and physical capabilities:

Attention to detail, Standing for extended periods, Work under pressure

How to Apply

By email:

jobs@timberridgeinn.ca

By mail:

314 1st Ave Box 148

Fox Creek, AB

T0H 1P0

Job Board Posting

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

Date Printed: 2024/05/01

Front Desk Agent

Job ID	5514AD241CED8	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=5514AD241CED8	
Company	Timber Ridge Inn & Suites	
Location	Fox Creek, Alberta	
Date Posted	From: 2022-09-22	To: 2023-03-21
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.50/hour, 30-40 hours/week	
Languages	English	

Description

Vacancy: 3

Permanent, full-time employment

Employment conditions: Early morning, morning, day, evening, weekend, night

Education: Secondary (high) school graduation certificate

Experience: Will train

Personal suitability:

Client focus, Efficient interpersonal skills, Excellent oral communication, Reliability

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, Exchange foreign currency, Process guests' departures, calculate charges and receive payments, Balance cash and complete balance sheets, cash reports and related forms, 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, Assist clients/guests with special needs, Handle wake-up calls, Perform light housekeeping and cleaning duties, Provide customer service

Work conditions and physical capabilities:

Attention to detail, Standing for extended periods, Work under pressure

How to Apply

By email:

jobs@timberridgeinn.ca

By mail:

314 1st Ave Box 148

Fox Creek, AB

T0H 1P0