



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Front Desk/Housekeeping

Job ID	5A-96-71-3E-6D-48	
Web Address	https://careers.indigenous.link/viewjob?jobname=5A-96-71-3E-6D-48	
Company	Right Choice Camps & Catering Ltd.	
Location	Edmonton, Alberta	
Date Posted	From: 2021-09-16	To: 2022-03-15
Job	Type: Full-time	Category: Hospitality
Languages	English	

Description

RIGHT CHOICE Camps & Catering is recruiting for the position of Front Desk/Housekeeping to work in our various locations in North western Alberta. Reporting to the Lodge Manager the successful candidate will be responsible for managing and overseeing all administrative aspects of the front desk and provide some housekeeping duties.

Key Responsibilities:

- Greet all incoming clients and employees courteously and professionally
- Check In and check out employees and clients including registration and room assignments.
- Perform all required filing and data entry required
- Answer all incoming calls
- Provide assistance to Lodge Manager with the preparation of all documents (signage, staff changes, housekeeping checklists) and reports/summaries as required.
- Update Menu boards and Weather Reports daily
- Order and stock inventory as required.
- Conduct Housekeeping tasks/duties 20% of the time.
- Ensure that the Commissary, Office, and Front Reception areas are kept in a presentable manner
- Computer literate with various programs

Qualifications:

- 1 year experience as a receptionist or administrative clerk
 - Housekeeping experience is an asset
 - Valid Standard First Aid with CPR and Advanced Food Safe certificates is an asset
 - Fluent in the English language including competency in literacy and writing.
 - Positive attitude and outgoing personality are essential
 - Must be dedicated to exceptional external and internal guest service
 - Proven decision making ability
 - Ability to interact professionally with customers and co-workers
 - Strong focus on safety and quality of work
 - Ability to travel and work within Western Alberta on a 21 day on and 7 day off rotation which includes nights, weekends and holidays
- We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status or any other characteristic protected by law.

How to Apply

[Click Apply Now](#)