



# 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: 2024/05/18

## Clerk, Hotel Front Desk (NOC 64314)

**Job ID** 60-1C-DC-42-96-58

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=60-1C-DC-42-96-58>

**Company** 1838258 Alberta Ltd O/A Southfort Inn

**Location** Fort Saskatchewan, Alberta

**Date Posted** From: 2024-01-19 To: 2024-07-17

**Job** Type: Full-time Category: Accommodations

**Job Start Date** As soon as possible

**Job Salary** \$17.00 Hourly / 35 Hours Per Week

**Languages** English

**Description**

Vacancies: 3

Terms of employment: Permanent employment

Full time

Day, Evening, Overtime, Morning

Work setting

Hotel, motel, resort

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

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

Clerical duties (i.e. faxing, filing, photocopying)

Answer telephone and relay telephone calls and messages

Provide customer service

Additional information

Work conditions and physical capabilities

Attention to detail

Work under pressure

Personal suitability

Efficient interpersonal skills

Flexibility

Reliability

Team player

Business and work location: 140 Town Crest Rd Fort Saskatchewan, AB T8L 0G7

**Experience**

Will train

**Education Requirements**

Secondary (high) school graduation certificate

**Other**

Employment groups Help - Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Youth

**How to Apply**

By email

southfortinnhiring@gmail.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/18

## Clerk, Hotel Front Desk (NOC 64314)

<b>Job ID</b>	<b>C5EA2172CE4AC</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=C5EA2172CE4AC">http://NewCanadianWorker.ca/viewjob?jobname=C5EA2172CE4AC</a>	
<b>Company</b>	1838258 Alberta Ltd O/A Southfort Inn	
<b>Location</b>	Fort Saskatchewan, Alberta	
<b>Date Posted</b>	From: 2024-01-19	To: 2024-07-17
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
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# Job Board Posting

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

Date Printed: 2024/05/18

## Clerk, Hotel Front Desk (NOC 64314)

<b>Job ID</b>	<b>07E4D919FA124</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=07E4D919FA124">http://NoExperienceNeeded.ca/viewjob?jobname=07E4D919FA124</a>	
<b>Company</b>	1838258 Alberta Ltd O/A Southfort Inn	
<b>Location</b>	Fort Saskatchewan, Alberta	
<b>Date Posted</b>	From: 2024-01-19	To: 2024-07-17
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 Hourly / 35 Hours Per Week	
<b>Languages</b>	English	

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