



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: 2024/05/18

Hotel Front Desk Clerk

Job ID	66-FF-75-3B-9F-3C	
Web Address	https://careers.indigenous.link/viewjob?jobname=66-FF-75-3B-9F-3C	
Company	Howard Johnson Grande Prairie	
Location	Grande Prairie, Alberta	
Date Posted	From: 2023-12-08	To: 2024-06-05
Job	Type: Full-time	Category: Accommodations
Job Start Date	as soon as possible	
Job Salary	\$17.00 Hourly / 40 Hours Per Week	
Languages	English	

Description

Terms of employment: Permanent employment, Full time

3 vacancies

Experience

Will train

Education Requirements

Secondary (high) school graduation certificate

Essential 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

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

Assist clients/guests with special needs

Provide customer service

Work Environment

Hotel, motel, resort

How to Apply

By email: mandy.resumes@yahoo.com

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/18

Hotel Front Desk Clerk

Job ID	6C8F1B8F98F21	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=6C8F1B8F98F21	
Company	Howard Johnson Grande Prairie	
Location	Grande Prairie, Alberta	
Date Posted	From: 2023-12-08	To: 2024-06-05
Job	Type: Full-time	Category: Accommodations
Job Start Date	as soon as possible	
Job Salary	\$17.00 Hourly / 40 Hours Per Week	
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Description

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Education Requirements

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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
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Provide customer service

Work Environment

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By email: mandy.resumes@yahoo.com

Job Board Posting

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

Date Printed: 2024/05/18

Hotel Front Desk Clerk

Job ID	94B7243CA81BA	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=94B7243CA81BA	
Company	Howard Johnson Grande Prairie	
Location	Grande Prairie, Alberta	
Date Posted	From: 2023-12-08	To: 2024-06-05
Job	Type: Full-time	Category: Accommodations
Job Start Date	as soon as possible	
Job Salary	\$17.00 Hourly / 40 Hours Per Week	
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