



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

Front Desk Agent

Job ID	78-C7-C5-81-87-97	
Web Address	https://careers.indigenous.link/viewjob?jobname=78-C7-C5-81-87-97	
Company	EconoLodge Motel Village	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-15	To: 2024-07-13
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 hourly / 32 to 40 hours per Week	
Languages	English	

Description

Location2440 16th Ave. NWCalgary, AB
T2M 0M5

Terms of employment
Permanent employment
Full time

Day, Early Morning, Evening, Flexible Hours, Morning, Night, Overtime, Shift, Weekend
vacancies 2

Overview

Education

Secondary (high) school graduation certificate

Experience

Will train

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
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
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

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Overtime required

Standing for extended periods

Work under pressure

Personal suitability

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Reliability

Team player

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,

How to Apply

By email

ypeeraniecono@shaw.ca

Job Board Posting



NewCanadianWorker
A Fresh Start for New Arrivals

Date Printed: 2024/05/18

Front Desk Agent

Job ID	2812F4407BD23	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=2812F4407BD23	
Company	EconoLodge Motel Village	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-15	To: 2024-07-13
Job	Type: Full-time	Category: Accommodations
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Job Board Posting

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

Date Printed: 2024/05/18

Front Desk Agent

Job ID	EED341B3D1FF0	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=EED341B3D1FF0	
Company	EconoLodge Motel Village	
Location	Calgary, Alberta	
Date Posted	From: 2024-01-15	To: 2024-07-13
Job	Type: Full-time	Category: Accommodations
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