



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: 2024/05/07

Hotel Front Desk Clerk (NOC 6525)

Job ID	92-65-09-83-84-77	
Web Address	https://careers.indigenous.link/viewjob?jobname=92-65-09-83-84-77	
Company	1254013 Ont. Inc. O/a The Balmer Hotel	
Location	Balmertown, Ontario	
Date Posted	From: 2022-10-17	To: 2023-04-15
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$14.25 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time, Day, Evening, Weekend

Job requirements

Work Conditions and Physical Capabilities

Standing for extended periods, Fast-paced environment

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, 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

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Hotel, motel, resort

Other

Business and Job location: 1 Fifth St., Balmertown, Ontario P0V 1C0

How to Apply

By email

balmerhotel@hotmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/07

Hotel Front Desk Clerk (NOC 6525)

Job ID	932A0126C9682	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=932A0126C9682	
Company	1254013 Ont. Inc. O/a The Balmer Hotel	
Location	Balmertown, Ontario	
Date Posted	From: 2022-10-17	To: 2023-04-15
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$14.25 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time, Day, Evening, Weekend

Job requirements

Work Conditions and Physical Capabilities

Standing for extended periods, Fast-paced environment

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, 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

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Hotel, motel, resort

Other

Business and Job location: 1 Fifth St., Balmertown, Ontario P0V 1C0

How to Apply

By email

balmerhotel@hotmail.com

Job Board Posting

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

Date Printed: 2024/05/07

Hotel Front Desk Clerk (NOC 6525)

Job ID	839B57019F78D	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=839B57019F78D	
Company	1254013 Ont. Inc. O/a The Balmer Hotel	
Location	Balmertown, Ontario	
Date Posted	From: 2022-10-17	To: 2023-04-15
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$14.25 / Hour For 40 Hours / Week	
Languages	English	

Description

Vacancies: 2

Terms of employment: Permanent, Full time, Day, Evening, Weekend

Job requirements

Work Conditions and Physical Capabilities

Standing for extended periods, Fast-paced environment

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, 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

Experience

2 years to less than 3 years

Education Requirements

Secondary (high) school graduation certificate

Work Environment

Hotel, motel, resort

Other

Business and Job location: 1 Fifth St., Balmertown, Ontario P0V 1C0

How to Apply

By email

balmerhotel@hotmail.com