



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Light Duty Cleaner (Housekeeper) (NOC: 6731) / Hotel Night Auditor (NOC: 6525)

<b>Job ID</b>	<b>9F-0B-77-62-8E-38</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9F-0B-77-62-8E-38">https://careers.indigenous.link/viewjob?jobname=9F-0B-77-62-8E-38</a>	
<b>Company</b>	Twin Pine Inn & Suites	
<b>Location</b>	Hinton, Alberta	
<b>Date Posted</b>	From: 2019-05-23	To: 2020-05-17
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Languages</b>	English	

### Description

Light Duty Cleaner (Housekeeper) (NOC: 6731)

- Sweep, mop, wash and polish floors
- Dust furniture
- Vacuum carpeting, area rugs, draperies and upholstered furniture
- Make beds and change sheets
- Distribute clean towels and toiletries
- Stock linen closet
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- Clean and disinfect elevators
- Handle and report lost and found items
- Attend to guests' requests for extra supplies or other items
- Provide basic information on facilities
- Pick up debris and empty trash containers
- Wash windows, walls and ceilings
- Address customers' complaints or concerns

Permanent, Part Time leading Full Time, Shift, Weekend, Day, Evening

\$15.00 Hourly, for 40.00 Hours per week

Education: No degree, certificate or diploma

Experience: Experience an asset

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### Hotel Night Auditor (NOC: 6525)

- 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
- Exchange foreign currency
- 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
- Provide customer service
- Perform light housekeeping and cleaning duties
- Handle wake-up calls
- Assist clients/guests with special needs

Business Equipment and Computer Applications Required:

Multi-line switchboard, Fidelio, Word processing software, Database software, Computerized bookkeeping system, Central reservation system (CRS), Spreadsheet, Internet, Opera

Language: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Salary: \$16.25 per hour

Permanent, Full Time, 40 hours per week

**How to Apply**

By Mail: 595 Gregg Avenue, Hinton, AB T7V 2A5

By Email: [nancy@hintonhotels.com](mailto:nancy@hintonhotels.com)

Twin Pine Inn & Suites

Hinton, AB

Nancy Osmond, General Manager

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

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<b>Job ID</b>	<b>BD1B014B0A948</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=BD1B014B0A948">http://NewCanadianWorker.ca/viewjob?jobname=BD1B014B0A948</a>	
<b>Company</b>	Twin Pine Inn & Suites	
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Twin Pine Inn & Suites

Hinton, AB

Nancy Osmond, General Manager

# Job Board Posting

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

Date Printed: 2024/05/02

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<b>Job ID</b>	<b>AED506A8A3DC5</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=AED506A8A3DC5">http://NoExperienceNeeded.ca/viewjob?jobname=AED506A8A3DC5</a>	
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