



# 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: 2024/05/07

## Front Desk Clerk (NOC 6525)

<b>Job ID</b>	<b>A5-36-48-C4-8D-59</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A5-36-48-C4-8D-59">https://careers.indigenous.link/viewjob?jobname=A5-36-48-C4-8D-59</a>	
<b>Company</b>	Worsley Gateway Inn	
<b>Location</b>	Worsley, Alberta	
<b>Date Posted</b>	From: 2022-05-10	To: 2022-11-06
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Languages</b>	English	

### Description

Register arriving guests and assign rooms, Take, cancel and change room reservations, Provide general information about points of interest in the area, Clerical duties (i.e. faxing, filing, photocopying), Perform light housekeeping and cleaning duties, Answer telephone and relay telephone calls and messages, Provide information on hotel facilities and services, Investigate and resolve complaints and claims, Process guests' departures, calculate charges and receive payment, Maintain an inventory of vacancies, reservations and room assignments, Follow emergency and safety procedures, Assist clients/guests with special needs, Provide customer service, Handle wake-up calls

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

\$16.00 per hour

Health benefits, Dental plan, Disability benefits, Health care plan, Travel insurance, Life insurance

40 hours per week

Language: English

### How to Apply

By Email:

[office@worsleygateway.ca](mailto:office@worsleygateway.ca)

By Mail:

409, 355 Secondary Hwy 726

Worsley, AB

T0H 3W0

Barb Kobbert

Worsley Gateway Inn

Worsley, AB

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/07

## Front Desk Clerk (NOC 6525)

<b>Job ID</b>	<b>046580DBE641D</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=046580DBE641D">http://NewCanadianWorker.ca/viewjob?jobname=046580DBE641D</a>	
<b>Company</b>	Worsley Gateway Inn	
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# Job Board Posting

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

Date Printed: 2024/05/07

## Front Desk Clerk (NOC 6525)

<b>Job ID</b>	<b>03B1DBEAF963F</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=03B1DBEAF963F">http://NoExperienceNeeded.ca/viewjob?jobname=03B1DBEAF963F</a>	
<b>Company</b>	Worsley Gateway Inn	
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