



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: 2024/05/19

Front Desk Agent

Job ID AB-B0-29-DC-6D-A9

Web Address

<https://careers.indigenous.link/viewjob?jobname=AB-B0-29-DC-6D-A9>

Company Econolodge Inn & Suites University

Location Calgary, Alberta

Date Posted From: 2024-03-15 To: 2024-09-11

Job Type: Full-time Category: Accommodations

Job Start Date As soon as possible

Job Salary \$17.00 hourly / 32 to 44 hours per Week

Languages English

Description

Location 2231 Banff Trail NW Calgary, AB T2M 4L2

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

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Contact customers to deliver requested wakeup calls

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

zeenatladak@shaw.ca

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

Front Desk Agent

Job ID	BCD7782292AF2	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=BCD7782292AF2	
Company	Econolodge Inn & Suites University	
Location	Calgary, Alberta	
Date Posted	From: 2024-03-15	To: 2024-09-11
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 hourly / 32 to 44 hours per Week	
Languages	English	

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Job Board Posting

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

Date Printed: 2024/05/19

Front Desk Agent

Job ID	ED0BE1AAED81E	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=ED0BE1AAED81E	
Company	Econolodge Inn & Suites University	
Location	Calgary, Alberta	
Date Posted	From: 2024-03-15	To: 2024-09-11
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 hourly / 32 to 44 hours per Week	
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