



# 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: 2024/05/03

## Front Desk Agent

<b>Job ID</b>	<b>B1-5B-BF-24-5C-88</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B1-5B-BF-24-5C-88">https://careers.indigenous.link/viewjob?jobname=B1-5B-BF-24-5C-88</a>	
<b>Company</b>	Zainul And Shazma Holdings Ltd 1997	
<b>Location</b>	Edson, Alberta	
<b>Date Posted</b>	From: 2023-01-12	To: 2023-07-11
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$16.00/hour, 30-40 hours/week	
<b>Languages</b>	English	

### Description

Vacancy: 3

Permanent, full-time employment

Employment conditions: Early morning, morning, day, evening, weekend, night, overtime

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Work setting: Hotel, motel, resort

Personal suitability:

Client focus, Dependability, Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player

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

Work conditions and physical capabilities: Attention to detail, Fast-paced environment, Standing for extended periods

Health benefits: Dental plan, Health care plan

Other benefits: Free parking available

Long term benefits: Group insurance benefits, Maternity and parental benefits

### How to Apply

By email:

[hrmanager@zsholdings.com](mailto:hrmanager@zsholdings.com)

By mail:

Holiday Inn Express & Suites

4520 2nd Avenue

Edson, AB T7E 1C3

# Job Board Posting

Date Printed: 2024/05/03

## Front Desk Agent

<b>Job ID</b>	<b>76D096E7F57CA</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=76D096E7F57CA">http://NewCanadianWorker.ca/viewjob?jobname=76D096E7F57CA</a>	
<b>Company</b>	Zainul And Shazma Holdings Ltd 1997	
<b>Location</b>	Edson, Alberta	
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