



# 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.Link's 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

## Front Desk Clerk (NOC 64314)

<b>Job ID</b>	<b>B2-C3-E4-B7-E6-7B</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B2-C3-E4-B7-E6-7B">https://careers.indigenous.link/viewjob?jobname=B2-C3-E4-B7-E6-7B</a>	
<b>Company</b>	Ptarmigan Inn Hotels Ltd	
<b>Location</b>	Hay River, Northwest Territories	
<b>Date Posted</b>	From: 2023-03-06	To: 2023-09-02
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Languages</b>	English	

### Description

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, 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, Perform light housekeeping and cleaning duties, Provide customer service

Education: Secondary (high) school graduation certificate

Experience an asset

\$17.00 per hour

Benefits: Health care plan

30-40 hours per week

Language: English

Terms of employment: Permanent, Full time

### How to Apply

By Email:

[admin@ptarmiganinn.com](mailto:admin@ptarmiganinn.com)

By Mail:

10 J Gagnier St

Hay River, NT

Tanya Morais

Ptarmigan Inn Hotels Ltd.

Hay River, NWT

# Job Board Posting



**NewCanadianWorker**  
A Fresh Start for New Arrivals

Date Printed: 2024/05/07

## Front Desk Clerk (NOC 64314)

<b>Job ID</b>	<b>82CD8A053810B</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=82CD8A053810B">http://NewCanadianWorker.ca/viewjob?jobname=82CD8A053810B</a>	
<b>Company</b>	Ptarmigan Inn Hotels Ltd	
<b>Location</b>	Hay River, Northwest Territories	
<b>Date Posted</b>	From: 2023-03-06	To: 2023-09-02
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Languages</b>	English	

### Description

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, 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, Perform light housekeeping and cleaning duties, Provide customer service

Education: Secondary (high) school graduation certificate

Experience an asset

\$17.00 per hour

Benefits: Health care plan

30-40 hours per week

Language: English

Terms of employment: Permanent, Full time

### How to Apply

By Email:

[admin@ptarmiganinn.com](mailto:admin@ptarmiganinn.com)

By Mail:

10 J Gagnier St

Hay River, NT

Tanya Morais

Ptarmigan Inn Hotels Ltd.

Hay River, NWT

# Job Board Posting

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

Date Printed: 2024/05/07

## Front Desk Clerk (NOC 64314)

<b>Job ID</b>	<b>5C0DA262804BF</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=5C0DA262804BF">http://NoExperienceNeeded.ca/viewjob?jobname=5C0DA262804BF</a>	
<b>Company</b>	Ptarmigan Inn Hotels Ltd	
<b>Location</b>	Hay River, Northwest Territories	
<b>Date Posted</b>	From: 2023-03-06	To: 2023-09-02
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Languages</b>	English	

### Description

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, 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, Perform light housekeeping and cleaning duties, Provide customer service

Education: Secondary (high) school graduation certificate

Experience an asset

\$17.00 per hour

Benefits: Health care plan

30-40 hours per week

Language: English

Terms of employment: Permanent, Full time

### How to Apply

By Email:

[admin@ptarmiganinn.com](mailto:admin@ptarmiganinn.com)

By Mail:

10 J Gagnier St

Hay River, NT

Tanya Morais

Ptarmigan Inn Hotels Ltd.

Hay River, NWT