



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
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Front Desk Agent

Job ID	C6-48-4F-8B-10-F2	
Web Address	https://careers.indigenous.link/viewjob?jobname=C6-48-4F-8B-10-F2	
Company	Grizzly Motor Hotel	
Location	Fox Creek, Alberta	
Date Posted	From: 2023-12-29	To: 2024-06-26
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 hourly / 30 to 40 hours per Week	
Languages	English	

Description

Location #1 Commercial Court, Fox Creek, AB T0H 1P0
Terms of employment Permanent employment Full time
Day, Early Morning, Evening, Morning, Night, Shift, Weekend
Vacancies 2
Overview
Education
No degree, certificate or diploma
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
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

How to Apply

By email
foxcreek007@gmail.com