



# 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: 2024/05/04

## Front Desk Agent

<b>Job ID</b>	<b>D0-80-C6-92-ED-F2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D0-80-C6-92-ED-F2">https://careers.indigenous.link/viewjob?jobname=D0-80-C6-92-ED-F2</a>	
<b>Company</b>	Nice Inn Edmonton	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2022-10-19	To: 2023-04-17
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$16.50 / hour, 30 to 40 hours / week	
<b>Languages</b>	English	

### Description

Location: 6622 104 Street NW, Edmonton, AB T6H 2L2

Vacancies: 2

Terms of employment: Permanent employment, Full time

Employment conditions: Early morning, Morning, Day, Evening, Shift, Weekend, Night

### Experience

No experience

### Education Requirements

No degree, certificate or diploma

### Essential Skills

Take, cancel and change room reservations; Register arriving guests and assign rooms; Provide information on hotel facilities and services; Process group arrivals and departures; Process guests' departures, calculate charges and receive payments; Investigate and resolve complaints and claims; Balance cash and complete balance sheets, cash reports and related forms; Answer telephone and relay telephone calls and messages; Provide general information about points of interest in the area; Follow emergency and safety procedures; Handle wake-up calls; Provide customer service; Assist clients/guests with special needs; Maintain an inventory of vacancies, reservations, and room assignments

### How to Apply

By email: [chongkunpark@yahoo.ca](mailto:chongkunpark@yahoo.ca)