Front desk agent (64314)

0695093 B.C. Ltd o/a Days Inn

Job ID
9501

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/9501

LOCATION	DATE POSTED	EXPIRY DATE
10218 162 Avenue, Clairmont, AB| Alberta	08-05-2026	03-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 18.90 / Hour for 32 Hours / Week	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Title: Front desk agent (64314)

Vacancies: 1

Job start date: As soon as possible

Wage: $18.90 / Hour

Hours: 32 Hours / Week

Terms of employment: Permanent, Full time, Day, Evening, Weekend

Employer: 0695093 B.C. Ltd o/a Days Inn

Business and Job location: 10218 162 Avenue Clairmont, AB T8V 0P2

On site
Work must be completed at the physical location. There is no option to work remotely.

Support for youths
Offers on-the-job training tailored to youth
Provides awareness training to employees to create a welcoming work environment for youth

Job Description

Languages
English

Education
Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Work Conditions and Physical Capabilities

Standing for extended periods, Fast-paced environment

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,
Process guests’s departures, calculate charges and receive payments,
Maintain an inventory of vacancies, reservations and room assignments,
Clerical duties (i.e. faxing, filing, photocopying),
Answer telephone and relay telephone calls and messages,
Provide customer service

How to apply

By email

jobs.daysinn@yahoo.com

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