Front desk agent

Denham Motels Ltd. o/a Siding 16 lodge

Job ID
39224

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LOCATION	DATE POSTED	EXPIRY DATE
3806 56 st, Wetaskiwin, AB| Alberta	26-02-2026	22-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.75/ hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Front desk agent

Company: Denham Motels Ltd. o/a Siding 16 lodge

Location: 3806 56 st Wetaskiwin, AB T9A 2B2

Salary: $17.75/ hour

Health benefits: Dental plan, Health care plan, Vision care benefits

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate or equivalent experience

Experience

1 to less than 7 months

On site

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

Job Description

Tasks

Register arriving guests and assign rooms

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
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

Personal suitability: Client focus, Flexibility, Organized, Reliability

How to apply

By email
bwwaysidegm@gmail.com

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