

Front desk agent

Fair Feild Kamloops

Job ID

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LOCATION	DATE POSTED	EXPIRY DATE	
1475 Hugh Allan Dr., Kamloops, BC British Columbia	17-04-2026	14-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.25	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 1475 Hugh Allan Dr., Kamloops, BC, V1S 1J3

Work location: On site

Salary: 19.25 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment

Full time: Early morning, Evening, Morning, Night, Day

Starts as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

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

Job Description

Tasks: Investigate complaints and claims, Register arriving guests and assign rooms, Resolve complaints and claims, 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, Answer telephone and relay telephone calls and messages, Contact customers to deliver requested wakeup calls, Provide customer service.

Personal suitability: Client focus, Excellent written communication, Flexibility, Organized, Team player

Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities

Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees

Support for youths: Participates in a government or community program or initiative that supports youth employment

Support for Veterans: Participates in a government or community program or initiative that supports Veterans

Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people

Support for mature workers: Participates in a government or community program or initiative that supports mature workers

Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada

other candidates, with or without a valid Canadian work permit

How to apply

By email

resumes@phihotelgroup.com

By mail

1475 Hugh Allan Dr., Kamloops, BC, V1S 1J3

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