Front desk agent

Hampton Inn Kamloops

Job ID
40375

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LOCATION	DATE POSTED	EXPIRY DATE
1245 Rogers Way, Kamloops, BC| British Columbia	16-06-2026	13-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.25	Experience an asset	Secondary (high) school graduation certificate

Job Details

Location: 1245 Rogers Way, Kamloops, BC, V1S 1R9
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: Experience an asset
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:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

resumes@phihotelgroup.com

By mail

1245 Rogers Way, Kamloops, BC, V1S 1R9

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