Front desk clerk, hotel

2506228 Alberta Ltd o/a The Ritz Cafe & Motor Inn

Job ID
41599

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LOCATION	DATE POSTED	EXPIRY DATE
5032 Caxton Street W Whitecourt, AB T7S 1N9, Whitecourt, AB| Alberta	12-11-2026	11-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.25	Will train	Secondary (high) school graduation certificate

Job Details

Position: Front desk clerk, hotel

Company: 2506228 Alberta Ltd o/a The Ritz Cafe & Motor Inn

Address: Whitecourt, AB

T7S 1N9

Wage: $17.25 /hour

Number of working hours: 35 hours per week

Number of vacancies: 2

Joining date: As soon as possible

Job type: Permanent employment Full time

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

No experience (will train)

On site

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

Work setting

Hotel, motel, resort

Job Description

Responsibilities

Tasks

Investigate complaints and claims
Register arriving guests and assign rooms
Resolve complaints and claims
Take, cancel and change room reservations
Provide information on hotel facilities and services
Follow emergency and safety procedures
Clerical duties (i.e. faxing, filing, photocopying)
Answer telephone and relay telephone calls and messages
Provide customer service

Additional information
Work conditions and physical capabilities
Attention to detail
Fast-paced environment
Standing for extended periods
Work under pressure

Personal suitability
Client focus
Dependability
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Judgement
Organized
Reliability
Team player
Resourcefulness

How to apply
Direct Apply
By Direct Apply

Additional ways to apply

By mail
5032 Caxton Street W
Whitecourt, AB
T7S 1N9

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