hotel night auditor

Comfort Inn & Suites

Job ID
9595

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LOCATION	DATE POSTED	EXPIRY DATE	
5517, 4th Ave, Edson, AB| Alberta	14-05-2026	09-05-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD	Experience an asset	Secondary (high) school graduation certificate

Job Details

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Job details

Location Edson, AB
Workplace information On site
Salary17.00 hourly / 32 to 40 hours per week
Terms of employment Permanent employment Full time
Day, Evening, Night, Weekend, Shift, Early Morning, Morning
Starts as soon as possible
vacancies 2 vacancies

Overview
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.
Work setting

Hotel, motel, resort

Responsibilities
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' 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
Contact customers to deliver requested wakeup calls
Provide customer service

Additional information
Work conditions and physical capabilities

Attention to detail
Standing for extended periods
Work under pressure

Personal suitability

Client focus
Dependability
Efficient interpersonal skills
Excellent oral communication
Flexibility
Organized
Reliability
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 newcomers and refugees

Support for youths
Support for Indigenous people
Supports for visible minorities
Who can apply for this job?

You can apply if you are:

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
balram_juneja@yahoo.com

By mail
5517, 4th Ave
Edson, AB
T7E 1L6

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