front desk clerk, hotel

Comfort Inn & Suites

Job ID
9597

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LOCATION	DATE POSTED	EXPIRY DATE	
5517, 4th Ave, AB, Edson, AB| Alberta	14-05-2026	09-05-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 18.50	Experience an asset	Secondary (high) school graduation certificate

Job Details

front desk clerk, hotel

Comfort Inn & Suites

Job details

Location Edson, AB

T7E 1L6

Work location On site

Salary

18.50 hourly / 32 to 40 hours per week

Terms of employment

Permanent employment

Full time

Early morning, Morning, Day, Evening, Night, Weekend, Shift

Starts as soon as possible

vacancies1 vacancy

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

Rural area

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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