Front desk agent

Holiday Inn Express Cold Lake

Job ID
49566

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LOCATION	DATE POSTED	EXPIRY DATE
5315 48 Avenue, Cold Lake, AB, AB | Alberta	01-04-2026	27-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 18.00 hr	Experience an asset	Secondary (high) school graduation certificate

Job Details

Front desk agent

Holiday Inn Express Cold Lake

Job details

Location

5315 48 Avenue

Cold Lake, AB

T9M 0K9

Work location on site

Salary

18.00 Hourly / 30.00 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

Benefits: Health benefits

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.

Responsibilities

Tasks

Register arriving guests and assign rooms

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

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

Personal suitability

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Flexibility

Judgement

Organized

Reliability

Team player

Benefits

Health benefits

Dental plan

Health care plan

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

Additional ways to apply

By mail

5315 48 Avenue

Cold Lake, AB

T9M 0K9

In person

5315 48 Avenue

Cold Lake, AB

T9M 0K9

Between 09:00 AM and 05:00 PM

By email

holidayinncoldlake@gmail.com

Advertised until

To be determined

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