FRONT DESK AGENT

ELK RIDGE RESORT

Job ID
50853

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LOCATION	DATE POSTED	EXPIRY DATE
231 ARNE PETERSEN WAY, ELK RIDGE, SK | Saskatchewan	22-07-2026	18-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 18.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Front Desk Agents may perform some or all of the following duties:

- Greet all guests and assist them with check-in and check-out
- Maintain a positive attitude and friendly demeanor
- Respond to all guest questions and requests
- Answer and forward phone calls
- Manage guest bookings and reservations
- Keep a tidy and orderly workspace
- Assist with administrative and clerical tasks as needed

Employment requirements:

- Completion of secondary school or equivalent is usually required.
- Completion of a two-year apprenticeship program, or a college program in front desk operations or hotel management may be required. Experience may be considered in lieu of post secondary education.

Indigenous persons, Youth, vulnerable youth, newcomers, and persons with disabilities are encouraged to apply.

Please forward resumes to kunal.thakur@elkridgeresort.com with subject line "Front Desk". Only those being considered will be contacted for subsequent interview and assessment.

Job Description

Located at 231 Arne Petersen Way, Elk Ridge, SK, SOJ ONO, Elk Ridge Resort is seeking to fill one (1) position for a Front Desk Agent. Position will be full time permanent position (37.5 to 40 hrs. week) with a starting wage of $18.00 hr. Vacation paid at 5.77%. English essential.

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