

Hotel Dene and Conference Centre: Front Desk Agent, \$17.20 hourly, Permanent Full Time,
Cold Lake, AB
2 Vacancies, Closing Date: Jul 11, 2025

Education

- Secondary (high) school graduation certificate

Tasks

- Register arriving guests and assign rooms
- Resolve complaints and claims
- Process group arrivals and departures
- Take, cancel and change room reservations
- Provide information on hotel facilities and services
- 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
- Provide customer service

Personal suitability

- Client focus, Dependability, Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player

Experience

- Will train

Health benefits

- Dental plan, Disability benefits, Health care plan, Vision care benefits

Financial benefits

- Group insurance benefits, Life insurance, Registered Retirement Savings Plan (RRSP)

Other benefits

- Free parking available

How to Apply:

By e-mail:

hotel.deneandconference@hotmail.com

By mail:

Hwy 28 & RR 423

Cold Lake, Alberta T9M1P2