



front desk agent

Posted by Comfort Inn & Suites Medicine Hat

Posting Date : 11-Mar-2026

Closing Date : 31-Mar-2026

Location : Medicine Hat

Salary : \$17.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5853543

Job Description:

Title: front desk agent

Employer: Comfort Inn & Suites Medicine Hat

Address: 2317 Trans Canada Way SE , Medicine Hat, Alberta T1B 4E9

Wages: \$17.00 Hourly

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

30 to 40 hours /week

Employment conditions: Early morning, Evening, Shift, Morning, Night, Day, Weekend

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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
- 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
- Balance cash and complete balance sheets, cash reports and related forms
- 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

Benefits

Health benefits

- Dental plan
- Health care plan
- Vision care benefits

Financial benefits

- Night shift premium

Other benefits

- Free parking available

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

Email: hecanadajobs@hotelequities.com

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hecanadajobs@hotelequities.com

Posted on Disabled job Portal