



Front Desk Agent

Posted by Comfort Suites Saskatoon

Posting Date : 12-Mar-2026

Closing Date : 01-Apr-2026

Location : Saskatoon

Salary : \$16.75 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:** DISJ2461093

Job Description:

Title: Front Desk Agent

Employer: **Comfort Suites Saskatoon**

Address: 203 Bill Hunter Ave, Saskatoon, SK, S7R 1E3

Wages: 16.75/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, Flexible hours, 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
- 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
- Perform light housekeeping and cleaning duties
- Provide customer service

Benefits

Health benefits

- Dental plan
- Disability benefits
- 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 or temporary 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