

Hotel Front Desk Clerk

Posted By: Travelodge Golden

Location: Golden

Salary: \$18.00 To 22.00 Hourly (To Be Negotiated) / 32 To 40 Hours Per Week Per Week

JOB ID : RJ2810234

Posting Date : 17-Sep-2025

Expiry date : 05-Apr-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 2

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Location: Golden, BC V0A 1H2

Work location: On site

Salary: 18.00 to 22.00 hourly (To be negotiated) / 32 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Early morning, Evening

Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

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
Maintain an inventory of vacancies, reservations and room assignments
Answer telephone and relay telephone calls and messages
Provide customer service
How to apply
Direct Apply: By Direct Apply
By email: info@travelodgegolden.ca
How-to-apply instructions
Here is what you must include in your application:

Highest level of education and name of institution where it was completed

This job posting includes screening questions. Please answer the following questions when applying:

Are you currently legally able to work in Canada?
Are you willing to relocate for this position?
Do you have previous experience in this field of employment?
What is the highest level of study you have completed?
What is your current field of study?
Job Location: Golden, BC V0A 1H2
Employer: Travelodge Golden

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: info@travelodgegolden.ca

Posted on refugeejobportal.com