

Front Desk Agent

Posted By: Baymont By Wyndham

Location: Edson

Salary: \$18.00 Hourly / 32 Hours Per Week Per Week

JOB ID : RJ2457720

Posting Date : 14-Oct-2025

Expiry date : 12-Apr-2026

Education : No degree, certificate or diploma

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Location: Edson, AB T7E 1S9

Work location: On site

Salary: 18.00 hourly / 32 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Morning, Day, Weekend

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: No degree, certificate or diploma

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

Clerical duties (i.e. faxing, filing, photocopying)

Answer telephone and relay telephone calls and messages

Provide customer service

How to apply

Direct Apply: By Direct Apply

By email: satpalkangg@gmail.com

Job Location: Edson, AB T7E 1S9

Employer: Baymont by Wyndham

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: satpalkangg@gmail.com

Posted on refugeejobportal.com