

# Front Desk Agent

**Posted By:** Comfort Inn & Suites Medicine Hat

**Location:** Medicine Hat

**Salary:** \$17.00 Per Hour

**JOB ID :** RJ6630976

**Posting Date :** 11-Mar-2026

**Expiry date :** 31-Mar-2026

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## 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](mailto: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](mailto:hecanadajobs@hotelequities.com)**

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