



---

# Front Desk Agent

**Posted by:** Comfort Suites Saskatoon

**Location:** Saskatoon

**Salary:** \$16.75 Per Hour

---

## Job Details

---

**Job ID**

NCJ6079358

---

**Posting Date :** 12-Mar-2026

---

**Expiry Date :** 01-Apr-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 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](mailto: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](mailto:hecanadajobs@hotelequities.com)

**Posted on [newcomerjobsincanada.com](http://newcomerjobsincanada.com)**