



## Front Desk Agent

**Posted by:** Comfort Suites Saskatoon

**Posting date:** 28-Jan-2026      **Closing date:** 17-Feb-2026

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

**Language:** English

**Job location:** Saskatoon

**Salary:** \$16.75 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2416587

## 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 [canadianjobportal.com](https://canadianjobportal.com)**