

Employment Opportunity

Front Desk Agents

Wage range: \$12.50 - \$14.50/hour

This full time permanent position available at Russell Inn's Highway 16 location; includes key duties such as:

- Greeting and helping our guests as their first point of contact
- General preparation for arrival of hotel guests
- Checking guests in and out hotel
- Inputting guest reservations and processing cancellations via computer
- Answering the telephone
- Producing computer documents, labels and reports using MS Word & Excel
- Assembling guest packages
- Responding to guest emails
- Inputting group reservations

Work is in a team environment and includes shifts during the day, in the evenings and on weekends.

Full training is provided. Comparable front desk experience will be considered an asset.

We offer competitive wages, benefit and pension plan, incentives, subsidized meals, fuel discounts, professional certification programs, student bursaries, opportunities for advancement and much more.

We support a family-first approach, high quality of life, a mutually beneficial work relationship and rural living. We are looking for good, hard-working, rural people. Our company strongly supports female leadership/management. Strong consideration will be given to underrepresented groups including but not limited to youth, senior, Aboriginal, New Canadians, and those with disabilities.

Apply today!

Email leanne@russellinn.com or send me a text 204.773.0847

Online <http://russellinn.com/careers-at-the-russell-inn/>
or by application or resume to:

The Russell Inn Hotel & Conference Centre
Attn: Leanne Bily – Human Resources
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