

## Company Name

The Russell Inn Hotel & Conference Centre

## Company Address

Box 578, Highway 16  
Russell, Manitoba R0J 1W0  
Canada  
[Map It](#)

## Job Title

Front Desk Agent

## Job Description

About the position

Employment Type: full time, permanent/year round

Language of work: English

Start Date: As soon as possible

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

This position is primarily administrative and includes duties such as:

- General preparation for arrival of hotel guests
- Checking guests in and out of hotel
- Inputting guest reservations and processing cancellations using a computerized property management system
- Producing computer documents, labels, and reports using Microsoft Word & Excel
- Assembling guest packages
- Responding to guest emails
- Answering the telephone
- Inputting group reservations
- Responding to guest complaints

Shifts are from 11 pm - 7 am, as well as 7 am- 3 pm, 3 pm - 11 pm and cover shifts as required, 30 - 40 hours per week.

Full training is provided.

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

Preferred candidates will possess a high school diploma and have previous experience of at least 1 year in a customer service position. Comparable Front Desk experience is a definite asset.

Interested candidates are encouraged to apply online at [www.russellinn.com](http://www.russellinn.com) or by application or resume to:

The Russell Inn Hotel & Conference Centre  
Attn: Leanne Bily – Human Resources  
Box 578  
Russell, MB R0J 1W0  
Phone: 204.773.7512  
Fax: 204.773.7516  
[leanne@russellinn.com](mailto:leanne@russellinn.com)

Strong consideration will be given to underrepresented groups including but not limited to: youth, senior, Aboriginal, New Canadians, and those with disabilities.