



## Receptionist

### Description

#### Join our team at Frantz Inn!

Are you passionate about providing exceptional customer service and being the first point of contact in a friendly and professional environment? We are looking for a dedicated and skilled Receptionist to join our team.

If you take pride in creating a welcoming atmosphere and have excellent organizational skills, we would love to hear from you! Apply today and become an integral part of our growing team!

**Job Title:** Receptionist

**Vacancies:** 1

**Salary:** \$17.50 per hour

**Location:** Frantz Inn located at 1000 Main Street, Steinbach, Manitoba R5G1P9

**Language:** English or French

**Terms of Employment:** Full-time; permanent position

**Hours:** 30-40 per week

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

### Closing Date

July 31, 2025

### Categories

Services

### Employer

Frantz Inn

### Location

Rural

### Address

1000 Main Street, Steinbach,  
R5G1P9

### Job Type

Full-time

### Education Level

High School

### Wage

\$17.50 - \$17.50

### Email

**Experience:** 2 years of work experience preferred

frantzinn.recruitment@outlook.com

**Starting Date:** As soon as possible

**Shifts:**

- Day/Evening/Night shifts
- Monday to Friday
- Weekends

**Workplace condition:**

- Fast-paced, physically demanding environment
- Extended periods of sitting
- Multitasking

**Duties**

- Greet and welcome guests in a professional and friendly manner;
- Answer and manage incoming phone calls and emails;
- Handle reservations and manage booking systems efficiently;
- Provide accurate information about the inn's services and amenities to guests;
- Maintain a clean and organized reception area;
- Handle payment processing and maintain records accurately;
- Assist with administrative and clerical tasks as needed;
- Address guest inquiries and resolve issues promptly;
- Other assigned duties.

**Qualification**

- Friendly and approachable demeanor
- Multitasking
- Reliable
- Excellent communication and interpersonal skills
- Strong problem-solving skills

