



Front Desk Agent

Description

company operating name: **Burntwood Hotel**

business address: **146 Selkirk Ave, Thompson, MB R8N 0N1**

title of the position: **Front Desk Agent (NOC 64314)**

number of positions: **2**

terms of employment: **permanent, full-time**

language of work: **English**

wage: **\$30.17 per hour**

benefits package offered: **Employer can provide accommodation at a reasonable price**

location(s) of work: **Thompson, Manitoba**

contact information:
accounting@burntwoodhotel.com

Closing Date

June 10, 2026

Categories

Rural Opportunities

Employer

Burntwood Hotel

Location

Rural

Address

167 Selkirk Avenue Thompson,
R8N 0N1

Job Type

Full-time

Education Level

High School

Wage

\$30.17 - \$30.17

Email

Duties

accounting@burntwoodhotel.com

Maintain an inventory of vacancies, reservations and room assignments

Register arriving guests and assign rooms

Answer enquiries regarding hotel services and registration, provide information about services available in the community and respond to guests' complaints

Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems

Present statements of charges to departing guests and receive payment

Qualification

Completion of secondary school

References required

Criminal record check required

Willing to work in shift settings including late night shifts