



# Front Desk Agent

## Description

company operating name: **Thompson Inn**

business address: **1 Public Road, Thompson, MB R8N 0M3**

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

number of positions: **2**

## Duties

**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**

## Closing Date

March 14, 2026

## Categories

Rural Opportunities

## Employer

Thompson Inn

## Location

Rural

## Address

1 Public Road Thompson, R8N 0M3

## Job Type

Full-time

## Education Level

High School

## Email

[generalmanager@thompsoninn.com](mailto:generalmanager@thompsoninn.com)

**Present statements of charges to departing guests and receive payment**

## **Qualification**

skills requirements

**Completion of secondary school**

**References required**

**Criminal record check required**

**Willing to work in shift settings including late night shifts**