



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

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