



# hotel front desk clerk

Posted by Travelodge Golden

**Posting Date : 17-Sep-2025**

**Closing Date : 05-Apr-2026**

**Location : Golden**

**Salary : \$18.00 to 22.00 hourly (To be negotiated) / 32 to 40 hours per week Per Week**

## Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ2081973

## Job Description:

Location: Golden, BC V0A 1H2

Work location: On site

Salary: 18.00 to 22.00 hourly (To be negotiated) / 32 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Early morning, Evening

Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: Will train

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Register arriving guests and assign rooms

Process group arrivals and departures

Take, cancel and change room reservations

Provide information on hotel facilities and services

Provide general information about points of interest in the area

Process guests' departures, calculate charges and receive payments

Maintain an inventory of vacancies, reservations and room assignments

Answer telephone and relay telephone calls and messages

Provide customer service

How to apply

Direct Apply: By Direct Apply

By email: [info@travelodgegolden.ca](mailto:info@travelodgegolden.ca)

How-to-apply instructions

Here is what you must include in your application:

Highest level of education and name of institution where it was completed

This job posting includes screening questions. Please answer the following questions when applying:

Are you currently legally able to work in Canada?

Are you willing to relocate for this position?

Do you have previous experience in this field of employment?

What is the highest level of study you have completed?

What is your current field of study?

Job Location: Golden, BC V0A 1H2

Employer: Travelodge Golden

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [info@travelodgegolden.ca](mailto:info@travelodgegolden.ca)**

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