



The Hawood Inn, Waskesiu Lake

## **FRONT DESK AGENTS**

The Hawood Inn Resort Hotel located in beautiful Waskesiu Lake, Prince Albert National Park, is now hiring for year-round and seasonal **Front Desk Agents**.

These positions are full time, permanent positions and offer a wage of \$14.00 per hour.

As a Front Desk Agent, you will be required to take booking reservations resulting from telephone inquiries or email inquiries for reservations, provide information and services to guests and receive payment for services. Overseeing financial transactions including, but not limited to, reservation deposits, issuing customer receipts and accounts receivable.

### **EMPLOYMENT REQUIREMENTS:**

- Completion of secondary school or equivalent.
- Completion of a two-year apprenticeship program, or a college program in front desk operations or hotel management.

### **RESORT OVERVIEW:**

We encourage our staff to embrace their passion for hiking, biking, and the many other outdoor activities Prince Albert National Park offers. To live and work in a national park is a once in a lifetime opportunity. Our team is a network of empowered individuals with a strong sense of themselves and the hospitality industry. Work hard, play hard and receive benefits including subsidized accommodations within walking distance, which make saving money very easy. Please send resume, along with work experience, available start date, two current refer3ences, brief cover letter of consideration.

Successful candidates will be contacted by email or telephone to set up interviews.

Please email resume to: [accounting@hawood.com](mailto:accounting@hawood.com)