



Front Desk Agent

COMPANY:	Adventure Destinations Inc. (ADI)
OPERATION:	Thompson's Resort
LOCATION:	Missinipe, Saskatchewan Canada, Treaty 6 Territory
DURATION:	May through September

Company Overview

Thompson's Resort is one of several Adventure Destinations properties. Thompson's Resort is located in the Hamlet of Missinipe on Otter Lake in the beautiful northern region of Saskatchewan in Treaty 6 Territory. For more information check out: www.adventuredestinations.ca

Position

Front Desk Agents are responsible for greeting guests, answering phone calls and emails, making reservations, registering guests, settling accounts, process payments, general tidiness of front desk and lobby areas and responding to guest concerns. You will work closely with Management to ensure guest services are coordinated and guest needs are attended to.

Skills and Qualifications

- High school education
- Administrative experience
- Comfortable with computers and office equipment
- Email and telephone etiquette
- Professional and courteous
- Detail orientated
- Quick learner
- Problem-solver
- Calm under pressure
- Daily coordination of housekeeping and boat rentals
- Team player
- Comfortable with numbers and math
- Other duties as assigned

Schedule and Hours

This is a busy seasonal operation. Depending on operational and staffing needs you may be working split-shifts and/or 7-days a week during our busy times. June is our busiest month.

Benefits

Free-of-charge accommodation and one staff meal/day. Special staff rates in restaurant and the Churchill River Trading Post. Use of company fishing boats during off-work hours at a flat rate of \$10/use.

Submit cover letter, resume and three references to mgmt@adventuredestinations.ca