



Receptionist

Description

Join our team at Frantz Inn! Are you passionate about providing exceptional customer service and being the first point of contact in a friendly and professional environment? We are looking for a dedicated and skilled Receptionist to join our team. If you take pride in creating a welcoming atmosphere and have excellent organizational skills, we would love to hear from you! Apply today and become an integral part of our growing team!

Job Title: Receptionist (NOC14101)

Vacancies: 1

Salary: \$18 per hour

Location: Frantz Inn located at 1000 Main Street, Steinbach, Manitoba R5G1P9

Language: English or French

Terms of Employment: Full-time; permanent position

Hours: 30-40 per week
Education: Secondary (high) school graduation certificate

Experience: 2 years of work experience preferred

Closing Date

July 31, 2026

Categories

Services

Employer

Frantz Inn

Location

Rural

Address

1000 Main Street Steinbach,
R5G1P9

Job Type

Full-time

Education Level

High School

Email

frantzinn.recruitment@outlook.com

Starting Date: As soon as possible

Shifts:

- Day/Evening/Night shifts
- Monday to Friday
- Weekends

Workplace condition:

- Fast-paced, physically demanding environment
- Extended periods of sitting
- Multitasking

Duties

- Greet and welcome guests in a professional and friendly manner;
- Answer and manage incoming phone calls and emails;
- Handle reservations and manage booking systems efficiently;
- Provide accurate information about the inn's services and amenities to guests;
- Maintain a clean and organized reception area;
- Handle payment processing and maintain records accurately;
- Assist with administrative and clerical tasks as needed;
- Address guest inquiries and resolve issues promptly;
- Other assigned duties.

Qualification

- Friendly and approachable demeanor
- Multitasking
- Reliable
- Excellent communication and interpersonal skills
- Strong problem-solving skills