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## Receptionist job in Canada with scholarship Visa Guide

### Job Location

Canada

Remote work from: Canada

### Base Salary

USD 2,800 - USD 35,00

### Qualifications

High School (12th Pass) or equivalent certification.

### Employment Type

Full time  
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### Description

**Job Position:** Hotel Management (Receptionist)

**Company Name:** Northern Lights Hospitality Group

**Base Salary:** \$2,800 – \$3,500 USD per month

**Qualifications:** High School (12th Pass) or equivalent certification.

**Experience:** No prior professional experience required, or up to 1 year in a customer-facing or administrative support role.

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**Skills:** Strong communication skills (English/French proficiency is an asset), exceptional customer service focus, professional telephone etiquette, reliability and punctuality, basic computer proficiency with reservation systems, ability to multitask in a fast-paced environment.

**Responsibilities:** Welcome and register arriving guests, issue room keys and manage room assignments, answer all guest inquiries regarding hotel services and local community information, process guest payments and reconcile daily accounts

### Hiring organization

Northern Lights Hospitality Group

### Date posted

December 13, 2025

### Valid through

15.04.2026

accurately, handle incoming calls and coordinate with other hotel departments.

**Description:**

Northern Lights Hospitality Group is seeking enthusiastic individuals to join our team as a Hotel Receptionist in Canada. This is an excellent opportunity for entry-level or less experienced candidates looking to launch a career in the dynamic Canadian hospitality sector. We are committed to providing a supportive work environment and on-the-job training to help you excel in your role as the first point of contact for our valued guests.

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