



## Front Desk Supervisor

**Posted by:** Comfort Suites Kelowna

**Posting date:** 02-Jun-2025      **Closing date:** 22-Jun-2025

**Education:** secondary school education

**Language:** English

**Job location:** Kelowna

**Salary:** \$24.52 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2101001

Expired

## Job description:

Title: **Front Desk Supervisor**

Employer: Comfort Suites Kelowna

Address: 2656 Highway 97 North, Kelowna, BC V1X 4J4

Wages: 24.52 hourly (To be negotiated)

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time  
30 to 40 hours /week

Employment conditions: Day, Early Morning, Evening, Morning, Night, Shift, Weekend

## Overview

### *Languages*

English

### *Education*

- Secondary (high) school graduation certificate

### *Experience*

1 year to less than 2 years

### *On site*

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

### *Work setting*

- Hotel, motel, resort

## Responsibilities

### *Tasks*

- Co-ordinate activities with other work units or departments
- Establish work schedules and procedures
- Perform same duties as workers supervised
- Prepare and submit reports
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Assist clients/guests with special needs
- Co-ordinate, assign and review work
- Hire and train staff in job duties, safety procedures and company policies
- Maintain operation of computer systems, equipment, machinery and arrange repair work to

ensure business continuity and customer service delivery

- Requisition materials and supplies

## Benefits

### *Health benefits*

- Dental plan
- Health care plan
- Vision care benefits

### *Other benefits*

- Free parking available

### How to apply

Direct Apply

By Direct Apply

By email

[jobs.comfortinnsuites@gmail.com](mailto:jobs.comfortinnsuites@gmail.com)

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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: [jobs.comfortinnsuites@gmail.com](mailto:jobs.comfortinnsuites@gmail.com)

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