



Front Desk Supervisor

Posted by: Comfort Suites Kelowna

Posting date: 14-Aug-2025 **Closing date:** 03-Sep-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: CAJ4141403

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

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

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