



hotel front desk supervisor

Posted by: Fairfield by Marriott Inn & Suites West Kelowna

Posting date: 23-Mar-2026 **Closing date:** 12-Apr-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Westbank

Salary: \$25.00 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4948103

Job description:

Title: [hotel front desk supervisor](#)

Employer: **Fairfield by Marriott Inn & Suites West Kelowna**

Address: 3460 Carrington Rd, Westbank, BC V4T 3C1

Wages: 25.00 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: Early morning, Evening, Shift, Morning, Night, Day, 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.

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
- On-site amenities

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

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)