

Hotel Front Desk Supervisor - Hidden Valley Resort

Job ID
38227

Hidden Valley Resort

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/38227>

LOCATION	DATE POSTED	EXPIRY DATE	
1755 Valley Road, Huntsville, ON Ontario	02-10-2025	28-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Hidden Valley Resort is looking for Hotel Front Desk Supervisor. The ideal candidate for this role will have a strong work ethic, positive attitude and team player. Weekend and evening availability is a must.

You will meet, greet, manage the reservations, check-in and check-out Guests, collecting deposits and payments.

Good English-speaking skills required.

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

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

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to Apply: Please apply online or send your resume to: a.jobpostings@gmail.com

Job Description

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

Supervision:

3-4 people

Work conditions and physical capabilities:

Attention to detail

Fast-paced environment

Large workload

Overtime required

Standing for extended periods

Tight deadlines

Work under pressure

Personal suitability:

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Interpersonal awareness

Judgement

Organized

Team player