

Hotel Front desk Supervisor

Scott's Inn & Restaurant (IPI Scotts Limited Partnership)

Job ID
40327

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LOCATION	DATE POSTED	EXPIRY DATE	
551 11 Ave, Kamloops, BC, V2C 2S3, Kamloops, BC British Columbia	11-06-2026	08-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25	Experience an asset	Secondary (high) school graduation certificate

Job Details

Scott's Inn & Restaurant (IPI Scotts Limited Partnership)

Address: 551 11 Ave, Kamloops, BC, V2C 2S3

Job Title: Hotel Front Desk Supervisor

Term of employment: Full-time, Permanent

Vacancies: 01

Language at work: English

Salary: \$25.00 hourly

Qualifications

Completion of secondary school

Experience is preferred

SKILLS AND ABILITIES

- Ability to work in fast paced environment
- Attention to detail
- Combination of standing and walking for extended periods
- Being a strong team player
- Organized, reliable and responsible

Email your resumes to eddie@scottsin.ca or mail it to us at the address given above.

Job Description

Job Duties

- Supervise and oversee the daily activities of front desk staff, reservation agents, accommodation service clerks, and other customer service personnel.
- Prepare staff schedules, assign duties, and coordinate workflow with other departments to ensure efficient operations and high-quality guest service.

- Address and resolve employee and operational issues, monitor performance, and prepare reports on departmental activities and service standards.
- Recruit, onboard, and train new employees on job responsibilities, workplace safety practices, and company policies and procedures.
- Monitor inventory levels and order necessary office, operational, and guest-service supplies as required.
- Ensure the effective operation of computer systems, booking platforms, office equipment, and other operational tools, and coordinate maintenance or repair services when needed.
- Assist staff with day-to-day duties during busy periods and provide direct support to ensure smooth and efficient service delivery.