Hotel Front desk Supervisor

Job ID
40327

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

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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@scottsinn.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.

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