

Front desk supervisor (NOC:- 62022)

Hotel Civilia Lakeside by Civilia Golf Retreat

Job ID

40371

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LOCATION	DATE POSTED	EXPIRY DATE	
333 Roy Rd, Clearwater, BC, V0E 1N2, Clearwater, BC British Columbia	16-06-2026	13-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Front desk supervisor (NOC:- 62022)

Vacancies: 1

Operating Name: G650 Holdings Ltd O/A Hotel Civilia Lakeside by Civilia Golf Retreat

Location:- 333 Roy Rd, Clearwater, BC, V0E 1N2

Employment Type: Permanent, Full-Time

Language of Work: English

Wage: \$25 per hour

- Supervision
- Staff in various areas of responsibility
- Education
- Secondary school/High School
 - Equivalent experience may be considered
- Experience
- Experience an asset.
 - 1 years to less than 2 years.

- Work setting
- Remote location
 - Hotel, motel, resort
- Computer and technology knowledge
- MS Outlook
- Additional information
- Work conditions and physical capabilities
- Attention to detail
 - Fast-paced environment
 - Large workload
 - Standing for extended periods

- Tight deadlines
- Work under pressure

Personal suitability

- Dependability
- Excellent oral communication
- Flexibility
- Judgement
- Organized

How to Apply

Please send your resume to: info@hotelcivilia.com/ dutchlakemotel@gmail.com

Or drop off your resume in person at the address listed above.

Job Description

Responsibilities

- 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