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

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