Hotel front desk supervisor

Best Western Premier

Job ID
41073

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LOCATION	DATE POSTED	EXPIRY DATE
5350 Anderson Way, Vernon, BC| British Columbia	10-09-2026	09-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 5350 Anderson Way, Vernon, BC, V1T 9V2
Work location: On site
Salary: 25.00 hourly / 35 to 40 hours per week
Terms of employment: Permanent employment
Full time: Early morning, Evening, Morning, Night, Day, Weekend
Starts as soon as possible
Vacancies: 2 vacancies
Languages: English
Education: Secondary (high) school graduation certificate
Experience: 1 year to less than 2 years
On site: Work must be completed at the physical location. There is no option to work remotely.
Work setting: Hotel, motel, resort

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, Assist clients/guests with special needs, Co-ordinate, assign and review work, Hire and train staff in job duties, safety procedures and company policies, Requisition materials and supplies
Work conditions and physical capabilities: Attention to detail, Standing for extended periods, Work under pressure
Personal suitability: Client focus, Dependability, Excellent oral communication, Flexibility, Organized, Team player
Employment groups
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees
Support for youths: Participates in a government or community program or initiative that supports youth employment

Support for Veterans: Participates in a government or community program or initiative that supports Veterans
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people
Support for mature workers: Participates in a government or community program or initiative that supports mature workers
Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities
You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.
How to apply
By email
resumes@phihotelgroup.com
By mail
5350 Anderson Way, Vernon, BC, V1T 9V2

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