

Front desk Supervisor (62022)

Arun Deo

Job ID

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LOCATION	DATE POSTED	EXPIRY DATE	
1200 Rogers Way, Kamloops, BC, V1S 1N5, Kamloops, BC British Columbia	22-10-2026	20-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Super View Motel Ltd. - Front desk supervisor (NOC:- 62022)

Job Title: Front desk supervisor

Vacancies:- 1

Company Legal Name:- Super view Motel Ltd.

Operating Name:- Rodeway Inn & Suites

Location:1200 Rogers Way, Kamloops, BC, V1S 1N5

Employment Type: Permanent, Full-Time

Language of Work: English

Wage: \$25.00 per hour

Work Conditions and Physical Capabilities

- Standing for extended periods
- Walking
- Attention to detail
- Fast-paced environment

Requirements:-

- Completion of secondary school is usually required.
- At least 2 years experience in front desk, guest services, hotel, motel, or accommodation operations is usually required.

How to Apply

Please send your resume to: ak_deo@yahoo.com or you can drop in at the address mentioned above. Or

You can drop in your resumes at 1200 Rogers Way, Kamloops, BC, V1S 1N5.

Job Description

Responsibilities

- Coordinate, assign, and review the work of front desk and guest service staff.

- Establish work schedules and procedures and ensure smooth front desk operations.
- Train staff in job duties, safety procedures, and company policies.
- Resolve guest concerns and work-related issues promptly and professionally.
- Review daily reports and manage banking and cash handling procedures.
- Requisition supplies and maintain inventory as required.
- Monitor and ensure proper functioning of front desk computer systems and equipment.
- Maintain quality service standards and ensure compliance with hygiene, health, and safety regulations.
- Monitor guest feedback, online reviews, and social media platforms.
- Maintain professional relationships with corporate clients.
- Review room rates and inventory on a daily basis.
- May perform the same duties as front desk clerks when required.