



## Front Desk Supervisor

Posted by Comfort Suites Kelowna

**Posting Date :** 22-Dec-2025

**Closing Date :** 11-Jan-2026

**Location :** Kelowna

**Salary :** \$25.00 Per Hour

### Job Requirements

- **Education:** secondary school education
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1687921

### Job Description:

Title: **Front Desk Supervisor**

Employer: Comfort Suites Kelowna

Address: 2656 Highway 97 North, Kelowna, BC V1X 4J4

Wages: 25.00 hourly (To be negotiated)

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

30 to 40 hours /week

Employment conditions: Day, Early Morning, Evening, Morning, Night, Shift, Weekend

## Overview

## 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

## Responsibilities

## 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
- 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

## Benefits

### Health benefits

- Dental plan
- Health care plan
- Vision care benefits

### Other benefits

- Free parking available

### How to apply

Direct Apply

By Direct Apply

By email

jobs.comfortinnsuites@gmail.com

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.

- Other candidates with or without a valid Canadian work permit.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobs.comfortinnsuites@gmail.com](mailto:jobs.comfortinnsuites@gmail.com)**

**Posted on Disabled job Portal**