



## hotel front desk supervisor

Posted by Fairfield by Marriott Inn & Suites West Kelowna

**Posting Date :** 28-Dec-2025

**Closing Date :** 17-Jan-2026

**Location :** Westbank

**Salary :** \$25.00 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4474254

### Job Description:

Title: hotel front desk supervisor

Employer: **Fairfield by Marriott Inn & Suites West Kelowna**

Address: 3460 Carrington Rd, Westbank, BC V4T 3C1

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: Early morning, Evening, Shift, Morning, Night, Day, 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.

## **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
- On-site amenities

### **How to apply**

Direct Apply

By Direct Apply

By email

[jobs.comfortinnsuites@gmail.com](mailto: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**