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# Front Desk Supervisor

**Posted by:** South Country Inn

**Location:** Cardston

**Salary:** \$24.03 Per Hour

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## Job Details

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**Job ID**

NCJ3350533

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**Posting Date :** 11-Sep-2025

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**Expiry Date :** 10-Mar-2026

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**Education :** Secondary (high) school graduation certificate

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

### Front Desk Supervisor

**South Country Inn**

## Job details

**Work Location:** 404 Main St. Cardston, AB, T0K 0K0

**Type:** Permanent Employment/Full-time

**Time:** Early Morning, Evening, Morning, Night, Day

**Wage Rate:** 24.03 hourly/ 30 to 40 hours per week

**Vacancy:** 1

**Start Date:** Starts as soon as possible

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### 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

Perform same duties as workers supervised

Prepare and submit reports

Co-ordinate, assign and review work

Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery

Requisition materials and supplies

## Additional information

### Personal suitability

Client focus  
Dependability  
Excellent oral communication  
Flexibility  
Organized

## Who can apply for this job?

**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

[office@southcountryinn.com](mailto:office@southcountryinn.com)

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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: [office@southcountryinn.com](mailto:office@southcountryinn.com)

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