



Front Desk Supervisor

Posted by: South Country Inn

Location: Cardston

Salary: \$24.00 Per Hour

Job Details

Job ID

NCJ3350533

Posting Date : 11-Sep-2025

Expiry Date : 10-Mar-2026

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

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: 24.00 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

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

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