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# Front Desk Supervisor

**Posted by:** Comfort Suites Kelowna

**Location:** Kelowna

**Salary:** \$25.00 Per Hour

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## Job Details

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**Job ID**

NCJ6005860

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

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**Expiry Date :** 11-Jan-2026

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**Education :** secondary school education

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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](mailto:jobs.comfortinnsuites@gmail.com)

The employer accepts applications from:

- ~~eeeeee~~ Canadian citizens and permanent residents of Canada.

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

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

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