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# Front desk hotel manager

**Posted by:** Sunshine Inn

**Location:** Terrace

**Salary:** \$\$36.77 Per Hour

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## Job Details

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**Job ID**

NCJ5408518

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**Posting Date :** 13-Apr-2026

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**Expiry Date :** 10-Oct-2026

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**Education :** College

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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

**Location:** Terrace, BC V8G 1L6

**Work location** On site

**Salary:** \$36.77 hourly / 30 to 40 hours per week

**Terms of employment** Permanent employment Full time

**Morning, Night, Weekend**

**Starts as soon as possible**

**Vacancies: 1 vacancy**

**Overview**

**Languages**

**English**

**Education**

- **College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years**

**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**

- **Supervise staff**
- **Conduct performance reviews**
- **Conduct training sessions**
- **Negotiate with clients for the use of facilities**
- **Perform front desk duties**
- **Prepare budgets and monitor revenues and expenses**
- **Address customers' complaints or concerns**
- **Assist clients/guests with special needs**

- **Develop and implement business plans**
- **Establish work schedules**
- **Manage events**
- **Organize and maintain inventory**

#### **Supervision**

- **Staff in various areas of responsibility**

#### **Additional information**

#### **Work conditions and physical capabilities**

- **Fast-paced environment**
- **Work under pressure**
- **Attention to detail**

#### **Personal suitability**

- **Efficient interpersonal skills**
- **Excellent oral communication**
- **Team player**

#### **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.**

#### **Sunshine Inn**

**4812 HWY 16W Terrace , BC V8G 1L6**

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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: [michael@qualitysunshinesuites.ca](mailto:michael@qualitysunshinesuites.ca)

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