Front Desk Supervisor Needed in Hay River, NT Ref #3537983

Job ID
10825

North Country Inn

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LOCATION	DATE POSTED	EXPIRY DATE
912 MacKenzie Highway, Hay River, NT| Northwest Territories	17-09-2026	16-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.00	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Location: 912 MacKenzie Highway Hay River, NT X0E 0R8

Work location: On site

Salary: 25.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Night, Day, Weekend

Starts as soon as possible

Benefits: Health benefits

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

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

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

Requisition materials and supplies

Respond to complaints of guests

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Office

Additional information

Security and safety

Criminal record check

Transportation/travel information

Own transportation

Work conditions and physical capabilities

Attention to detail

Standing for extended periods

Work under pressure

Repetitive tasks

Personal suitability

Client focus

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Interpersonal awareness

Benefits

Health benefits

Dental plan

Paramedical services coverage

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for youths

Offers on-the-job training tailored to youth

Offers mentorship, coaching and/or networking opportunities for youth

Provides awareness training to employees to create a welcoming work environment for youth

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

ncinn.net@gmail.com

In person

912 MacKenzie Highway

Hay River, NTX0E 0R8

Between 09:00 AM and 04:30 PM

Employer Name:

North Country Inn

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