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

Job ID
**8979**

North Country Inn

VIEW THIS JOB ONLINE: https://mail.youthjob.ca/jobs/8979

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 912 MacKenzie Highway, Hay River, NT\| Northwest Territories | 08-04-2026 | 03-04-2027 |

| 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

Job Description

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 at

912 MacKenzie Highway
Hay River, NTX0E 0R8

Between 09:00 AM and 04:30 PM

Employer Name:
North Country Inn

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