Front desk supervisor (NOC 62022)

Alberta Inn Wetaskiwin Ltd. O/a Alberta Inn & Suites

Job ID
46991

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LOCATION	DATE POSTED	EXPIRY DATE
4814-56 Street Wetaskiwin, AB T9A 1V8, Wetaskiwin, AB | Alberta	29-06-2025	21-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $36.00 hourly / 30 to 35 hours per week	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Company: Alberta Inn Wetaskiwin Ltd. O/a Alberta Inn & Suites

Position: Front desk supervisor (NOC 62022)

Vacancy: 1

Wage: $36.00 hourly / 30 to 35 hours per week

Employment terms: Permanent employment ,Full time ,Day, Weekend

Business and work location: 4814-56 Street Wetaskiwin, AB T9A 1V8

Job Description

Job Requirements:

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

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

Establish work schedules and procedures

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

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

Additional information

Work conditions and physical capabilities

Fast-paced environment

Large workload

How to Apply

By email

hiring.brar@gmail.com

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