Front desk supervisor

Western Budget Motel

Job ID
51039

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LOCATION	DATE POSTED	EXPIRY DATE
7701, 100 Ave, Peace River, AB | Alberta	07-08-2026	03-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 23.56	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Front desk supervisor

Western Budget Motel

Job details

• Location Peace River, ABT8S 2A3

• Work location On site

• Salary23.56 hourly / 30 hours per week

• Terms of employment Permanent employment Full time

• Starts as soon as possible

• Benefits: Health benefits

• 2 vacancies

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.

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

• Co-ordinate, assign and review work

• Hire and train staff in job duties, safety procedures and company policies

• Requisition materials and supplies

Additional information

Personal suitability

• Client focus
• Dependability
• Judgement
• Organized

Benefits

Health benefits

• Dental plan
• Health care plan
• Vision care benefits

Employment groups

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

Support for persons with disabilities

• Offers mentorship, coaching and/or networking opportunities for persons with disabilities
• Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for newcomers and refugees

• Offers mentorship programs that pair newcomers and/or refugees with experienced employees
• Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

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

Support for Veterans

• Offers mentorship, coaching and/or networking opportunities for Veterans
• Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people

• Offers mentorship, coaching and/or networking opportunities for Indigenous workers
• Develops and maintains relationships with indigenous communities, indigenous-owned businesses and organizations

Support for mature workers

• Applies hiring policies that discourage age discrimination
• Provides staff with awareness training to create a welcoming work environment for mature workers

Supports for visible minorities

• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
• Offers mentorship programs that pair members of visible minorities with experienced employees

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.

How to apply

Additional ways to apply

By mail

7701, 100 Ave, Peace River, AB, T8S 2A3

In person

7701, 100 Ave, Peace River, AB, T8S 2A3 Between 12:00 PM and 03:00 PM

What you must include in your application:

• Cover letter

Advertised until

To be determined

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