



# Front Desk Supervisor

Posted by South Country Inn

**Posting Date :** 11-Sep-2025

**Closing Date :** 10-Mar-2026

**Location :** Cardston

**Salary :** \$24.03 Per Hour

## Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5492149

## Job Description:

### Front Desk Supervisor

South Country Inn

## Job details

**Work Location:** 404 Main St. Cardston, AB, T0K 0K0

**Type:** Permanent Employment/Full-time

**Time:** Early Morning, Evening, Morning, Night, Day

**Wage Rate:** 24.03 hourly/ 30 to 40 hours per week

**Vacancy:** 1

**Start Date:** Starts as soon as possible

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### 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

Perform same duties as workers supervised

Prepare and submit reports

Co-ordinate, assign and review work

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

Requisition materials and supplies

## **Additional information**

### **Personal suitability**

Client focus

Dependability

Excellent oral communication

Flexibility

Organized

## **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**

### **By email**

[office@southcountryinn.com](mailto:office@southcountryinn.com)

**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: [office@southcountryinn.com](mailto:office@southcountryinn.com)**

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