



Front desk hotel manager

Posted by Sunshine Inn

Posting Date : 13-Apr-2026

Closing Date : 10-Oct-2026

Location : Terrace

Salary : \$\$36.77 Per Hour

Job Requirements

- **Education:** College
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3549232

Job Description:

Location: Terrace, BC V8G 1L6

Work location On site

Salary: \$36.77 hourly / 30 to 40 hours per week

Terms of employment Permanent employment Full time

Morning, Night, Weekend

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages

English

Education

- **College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years**

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.

Work setting

- **Hotel, motel, resort**

Responsibilities

Tasks

- **Supervise staff**
- **Conduct performance reviews**
- **Conduct training sessions**
- **Negotiate with clients for the use of facilities**
- **Perform front desk duties**
- **Prepare budgets and monitor revenues and expenses**
- **Address customers' complaints or concerns**
- **Assist clients/guests with special needs**
- **Develop and implement business plans**
- **Establish work schedules**

- **Manage events**
- **Organize and maintain inventory**

Supervision

- **Staff in various areas of responsibility**

Additional information

Work conditions and physical capabilities

- **Fast-paced environment**
- **Work under pressure**
- **Attention to detail**

Personal suitability

- **Efficient interpersonal skills**
- **Excellent oral communication**
- **Team player**

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.

Sunshine Inn

4812 HWY 16W Terrace , BC V8G 1L6

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: michael@qualitysunshinesuites.ca

Posted on Disabled job Portal