

# Front Desk Hotel Manager

**Posted By: Sunshine Inn**

**Location: Terrace**

**Salary: \$\$36.77 Per Hour**

**JOB ID : RJ6748222**

**Posting Date : 13-Apr-2026**

**Expiry date : 10-Oct-2026**

**Education : College**

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## 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](mailto:michael@qualitysunshinesuites.ca)

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