Front Desk Supervisor Needed in Hay River, NT Ref #3723234

Job ID
11373

North Country Inn

VIEW THIS JOB ONLINE: https://www.youthjob.ca/jobs/11373

LOCATION	DATE POSTED	EXPIRY DATE
912 MacKenzie Highway, Hay River, NT| Northwest Territories	18-11-2026	17-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.00	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Location: 912 MacKenzie Highway, Hay River, NT X0E 0R8

Work location: On site

Salary: 25.00 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Night, Day, Weekend

Starts as soon as possible

Benefits: Health benefits

Vacancies: 1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Hotel, motel, resort

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
Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery
Requisition materials and supplies
Respond to complaints of guests

Supervision
3-4 people

Experience and specialization

Computer and technology knowledge
MS Office

Additional information

Security and safety
Criminal record check

Transportation/travel information
Own transportation

Work conditions and physical capabilities
Attention to detail
Standing for extended periods
Work under pressure
Repetitive tasks

Personal suitability
Client focus
Excellent oral communication
Excellent written communication
Flexibility
Initiative
Interpersonal awareness

Benefits
Health benefits
Dental plan
Paramedical services coverage

Employment groups

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

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

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

In person

912 MacKenzie Highway

Hay River, NT

X0E 0R8

Between 09:00 AM and 04:30 PM

Employer Name:

North Country Inn

Downloaded from youthjob.ca on 19-11-2026