



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Front Desk Supervisor

<b>Job ID</b>	<b>22-41-6D-41-8B-9D</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=22-41-6D-41-8B-9D">https://careers.indigenous.link/viewjob?jobname=22-41-6D-41-8B-9D</a>
<b>Company</b>	Black Rock Oceanfront Resort
<b>Location</b>	Ucluelet, British Columbia
<b>Date Posted</b>	From: 2021-11-15 To: 2022-05-15
<b>Job</b>	Type: Full-time Category: Hospitality
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$23.00/hr
<b>Languages</b>	English

### Description

Posted: November 15, 2021

Expiring: March 14, 2022

Last Updated: November 15, 2021

Job Type: Full-Time, Permanent

Minimum Education: High School

Positions Available: 1

NOC Group: Hotel Front Desk Clerks (6435)

NOC Job Title: Superintendent Of Services - Hotel

Job Number: 706593

Job Location(s)

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0 Canada

Job Description

Front Desk Supervisor

Black Rock Resort

Skills:

- o Exceptional Customer Service
- o Strong Leadership Skills
- o Ability to Multi-Task
- o Flexibility & Patience
- o Excellent Verbal, Listening, and Written Communication Skills
- o Ability to Maintain High Service Standard in Pressure Situations

Job Outline

- o Train, schedule, supervise and mentor Guest Service Agents and Night Auditors.
  - o Use property management software to check in/out guests, maintain hotel information, and generate reports
  - o Provide guests with information about Black Rock Oceanfront Resort and the surrounding area
  - o Be an ambassador of the Hotel by taking ownership of the lobby and surrounding areas and greeting/welcoming each guest with a genuine interest in making their stay memorable
  - o Exceed guests'™ expectations by providing exceptional customer service, maintaining a professional attitude, and being creative in order to satisfy guest requests
  - o Communicate with Housekeeping and other departments to ensure seamless co-ordination and proper follow-through
  - o Answer telephone calls and respond to enquiries and bookings, forward calls to appropriate associates
  - o Maximize hotel revenue opportunities
  - o Develop and Maintain Standard Operating Procedures
  - o Conducts daily briefing with associates to update them on changes, special programs, motivational ideas, etc.
  - o Calmly and diplomatically resolves and reports all complaints and guest requests.
  - o Reinforce associate appearance and grooming.
  - o Monitors door service and driveway control
  - o Staff accommodation available and extended benefits (after 3 months)
- Education/Experience
- o Completion of High School
  - o Minimum 2 Years Hospitality Experience &€" Guest Services/Front Desk/Bell/Concierge
  - o Education in Tourism and Hospitality an Asset

### How to Apply

Email: [fkennington@blackrockresort.com](mailto:fkennington@blackrockresort.com)

Website: <https://blackrockresort.bamboohr.com/jobs/>

By Mail:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada

In Person:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

## Front Desk Supervisor

<b>Job ID</b>	<b>3CE43BFE5702D</b>
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3CE43BFE5702D">http://NewCanadianWorker.ca/viewjob?jobname=3CE43BFE5702D</a>
<b>Company</b>	Black Rock Oceanfront Resort
<b>Location</b>	Ucluelet, British Columbia
<b>Date Posted</b>	From: 2021-11-15 To: 2022-05-15
<b>Job</b>	Type: Full-time Category: Hospitality
<b>Job Start Date</b>	As soon as possible
<b>Job Salary</b>	\$23.00/hr
<b>Languages</b>	English

### Description

Posted: November 15, 2021

Expiring: March 14, 2022

Last Updated: November 15, 2021

Job Type: Full-Time, Permanent

Minimum Education: High School

Positions Available: 1

NOC Group: Hotel Front Desk Clerks (6435)

NOC Job Title: Superintendent Of Services - Hotel

Job Number: 706593

Job Location(s)

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0 Canada

Job Description

Front Desk Supervisor

Black Rock Resort

Skills:

- o Exceptional Customer Service
- o Strong Leadership Skills
- o Ability to Multi-Task
- o Flexibility & Patience
- o Excellent Verbal, Listening, and Written Communication Skills
- o Ability to Maintain High Service Standard in Pressure Situations

Job Outline

- o Train, schedule, supervise and mentor Guest Service Agents and Night Auditors.
  - o Use property management software to check in/out guests, maintain hotel information, and generate reports
  - o Provide guests with information about Black Rock Oceanfront Resort and the surrounding area
  - o Be an ambassador of the Hotel by taking ownership of the lobby and surrounding areas and greeting/welcoming each guest with a genuine interest in making their stay memorable
  - o Exceed guests'™ expectations by providing exceptional customer service, maintaining a professional attitude, and being creative in order to satisfy guest requests
  - o Communicate with Housekeeping and other departments to ensure seamless co-ordination and proper follow-through
  - o Answer telephone calls and respond to enquiries and bookings, forward calls to appropriate associates
  - o Maximize hotel revenue opportunities
  - o Develop and Maintain Standard Operating Procedures
  - o Conducts daily briefing with associates to update them on changes, special programs, motivational ideas, etc.
  - o Calmly and diplomatically resolves and reports all complaints and guest requests.
  - o Reinforce associate appearance and grooming.
  - o Monitors door service and driveway control
  - o Staff accommodation available and extended benefits (after 3 months)
- Education/Experience
- o Completion of High School
  - o Minimum 2 Years Hospitality Experience &™ Guest Services/Front Desk/Bell/Concierge
  - o Education in Tourism and Hospitality an Asset

### How to Apply

Email: [fkennington@blackrockresort.com](mailto:fkennington@blackrockresort.com)

Website: <https://blackrockresort.bamboohr.com/jobs/>

By Mail:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada

In Person:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada

# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/06

## Front Desk Supervisor

<b>Job ID</b>	<b>5CFE594A9FD95</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=5CFE594A9FD95">http://NoExperienceNeeded.ca/viewjob?jobname=5CFE594A9FD95</a>	
<b>Company</b>	Black Rock Oceanfront Resort	
<b>Location</b>	Ucluelet, British Columbia	
<b>Date Posted</b>	From: 2021-11-15	To: 2022-05-15
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.00/hr	
<b>Languages</b>	English	

### Description

Posted: November 15, 2021

Expiring: March 14, 2022

Last Updated: November 15, 2021

Job Type: Full-Time, Permanent

Minimum Education: High School

Positions Available: 1

NOC Group: Hotel Front Desk Clerks (6435)

NOC Job Title: Superintendent Of Services - Hotel

Job Number: 706593

Job Location(s)

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0 Canada

Job Description

Front Desk Supervisor

Black Rock Resort

Skills:

- o Exceptional Customer Service
- o Strong Leadership Skills
- o Ability to Multi-Task
- o Flexibility & Patience
- o Excellent Verbal, Listening, and Written Communication Skills
- o Ability to Maintain High Service Standard in Pressure Situations

Job Outline

- o Train, schedule, supervise and mentor Guest Service Agents and Night Auditors.
  - o Use property management software to check in/out guests, maintain hotel information, and generate reports
  - o Provide guests with information about Black Rock Oceanfront Resort and the surrounding area
  - o Be an ambassador of the Hotel by taking ownership of the lobby and surrounding areas and greeting/welcoming each guest with a genuine interest in making their stay memorable
  - o Exceed guests'™ expectations by providing exceptional customer service, maintaining a professional attitude, and being creative in order to satisfy guest requests
  - o Communicate with Housekeeping and other departments to ensure seamless co-ordination and proper follow-through
  - o Answer telephone calls and respond to enquiries and bookings, forward calls to appropriate associates
  - o Maximize hotel revenue opportunities
  - o Develop and Maintain Standard Operating Procedures
  - o Conducts daily briefing with associates to update them on changes, special programs, motivational ideas, etc.
  - o Calmly and diplomatically resolves and reports all complaints and guest requests.
  - o Reinforce associate appearance and grooming.
  - o Monitors door service and driveway control
  - o Staff accommodation available and extended benefits (after 3 months)
- Education/Experience
- o Completion of High School
  - o Minimum 2 Years Hospitality Experience &™ Guest Services/Front Desk/Bell/Concierge
  - o Education in Tourism and Hospitality an Asset

### How to Apply

Email: [fkennington@blackrockresort.com](mailto:fkennington@blackrockresort.com)

Website: <https://blackrockresort.bamboohr.com/jobs/>

By Mail:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada

In Person:

596 Marine Dr. PO Box 310

Ucluelet, British Columbia

V0R 3A0, Canada