



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.Links 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: 2024/05/05

Front Desk Supervisor

Job ID	FB-25-DF-C2-E1-AF	
Web Address	https://careers.indigenous.link/viewjob?jobname=FB-25-DF-C2-E1-AF	
Company	Robin Hood Inn & Suites	
Location	Victoria, British Columbia	
Date Posted	From: 2020-10-28	To: 2021-04-26
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$23.00 Per Hour for 40 hours per week	
Languages	English language ability	

Description

- Supervise Front Desk operations during your assigned shift to a consistently high standard.
- Ensure guests' needs and concerns are responded to in a timely, professional and friendly manner with a focus on service recovery when applicable.
- Motivate, train, and lead front office colleagues.
- Responsible for the smooth transition of shifts, ensuring that there is adequate communication of the daily operation between employees and shifts.
- Assist with the training, coaching and development of team members.
- Assist with interviewing and hiring team members.
- Ensure that all financial transactions are processed correctly, and monitor that proper procedures are being followed and necessary tasks are completed properly by front desk agents.
- Manage, resolve or escalate any and all Guest complaints in a friendly and professional manner to the standard of the Robin Hood Inn & Suites.
- Oversee that all in-coming phone calls are answered in a professional manner.
- Process check-ins and check-outs, verify billing, create reservations, and process special requests; Present statement(s) of charges to departing guests and receive payment(s).
- Ensure inter-departmental communication and cooperation in the interest of better guest satisfaction.
- Maintain the safety and upkeep of guest areas in the indoor and outdoor spaces of the property including the removal of snow and ice and other hazards.
- Work safely. Obey all health and safety policies and procedures and report injuries and hazards immediately.
- Additional duties may be assigned to help meet guest needs.

Experience

1 year to 2 years front desk experience

Education Requirements

Diploma

Other

Group insurance benefits offered

How to Apply

Email:

gm@robinhoodinn.ca

By Mail:

136 Gorge Rd,

Victoria, British Columbia

V9A 1L4, Canada

In Person:

136 Gorge Rd,

Victoria, British Columbia
V9A 1L4, Canada

Job Board Posting

Date Printed: 2024/05/05

Front Desk Supervisor

Job ID	C64F71FE06598	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=C64F71FE06598	
Company	Robin Hood Inn & Suites	
Location	Victoria, British Columbia	
Date Posted	From: 2020-10-28	To: 2021-04-26
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$23.00 Per Hour for 40 hours per week	
Languages	English language ability	

Description

- Supervise Front Desk operations during your assigned shift to a consistently high standard.
- Ensure guests' needs and concerns are responded to in a timely, professional and friendly manner with a focus on service recovery when applicable.
- Motivate, train, and lead front office colleagues.
- Responsible for the smooth transition of shifts, ensuring that there is adequate communication of the daily operation between employees and shifts.
- Assist with the training, coaching and development of team members.
- Assist with interviewing and hiring team members.
- Ensure that all financial transactions are processed correctly, and monitor that proper procedures are being followed and necessary tasks are completed properly by front desk agents.
- Manage, resolve or escalate any and all Guest complaints in a friendly and professional manner to the standard of the Robin Hood Inn & Suites.
- Oversee that all in-coming phone calls are answered in a professional manner.
- Process check-ins and check-outs, verify billing, create reservations, and process special requests; Present statement(s) of charges to departing guests and receive payment(s).
- Ensure inter-departmental communication and cooperation in the interest of better guest satisfaction.
- Maintain the safety and upkeep of guest areas in the indoor and outdoor spaces of the property including the removal of snow and ice and other hazards.
- Work safely. Obey all health and safety policies and procedures and report injuries and hazards immediately.
- Additional duties may be assigned to help meet guest needs.

Experience

1 year to 2 years front desk experience

Education Requirements

Diploma

Other

Group insurance benefits offered

How to Apply

Email:

gm@robinhoodinn.ca

By Mail:

136 Gorge Rd,

Victoria, British Columbia

V9A 1L4, Canada

In Person:

136 Gorge Rd,

Victoria, British Columbia
V9A 1L4, Canada

Job Board Posting

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

Date Printed: 2024/05/05

Front Desk Supervisor

Job ID	6EE8497125134	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=6EE8497125134	
Company	Robin Hood Inn & Suites	
Location	Victoria, British Columbia	
Date Posted	From: 2020-10-28	To: 2021-04-26
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$23.00 Per Hour for 40 hours per week	
Languages	English language ability	

Description

- Supervise Front Desk operations during your assigned shift to a consistently high standard.
- Ensure guests' needs and concerns are responded to in a timely, professional and friendly manner with a focus on service recovery when applicable.
- Motivate, train, and lead front office colleagues.
- Responsible for the smooth transition of shifts, ensuring that there is adequate communication of the daily operation between employees and shifts.
- Assist with the training, coaching and development of team members.
- Assist with interviewing and hiring team members.
- Ensure that all financial transactions are processed correctly, and monitor that proper procedures are being followed and necessary tasks are completed properly by front desk agents.
- Manage, resolve or escalate any and all Guest complaints in a friendly and professional manner to the standard of the Robin Hood Inn & Suites.
- Oversee that all in-coming phone calls are answered in a professional manner.
- Process check-ins and check-outs, verify billing, create reservations, and process special requests; Present statement(s) of charges to departing guests and receive payment(s).
- Ensure inter-departmental communication and cooperation in the interest of better guest satisfaction.
- Maintain the safety and upkeep of guest areas in the indoor and outdoor spaces of the property including the removal of snow and ice and other hazards.
- Work safely. Obey all health and safety policies and procedures and report injuries and hazards immediately.
- Additional duties may be assigned to help meet guest needs.

Experience

1 year to 2 years front desk experience

Education Requirements

Diploma

Other

Group insurance benefits offered

How to Apply

Email:

gm@robinhoodinn.ca

By Mail:

136 Gorge Rd,

Victoria, British Columbia

V9A 1L4, Canada

In Person:

136 Gorge Rd,

Victoria, British Columbia
V9A 1L4, Canada