



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/19

## Hotel Clerk Supervisor

**Job ID** LA-LY-NZ-03-27-23

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=LA-LY-NZ-03-27-23>

**Company** Wickaninnish Inn

**Location** Tofino, British Columbia

**Date Posted** From: 2024-02-13 To: 2024-08-11

**Job** Type: Full-time Category: Accommodations

**Job Start Date** As soon as possible

**Job Salary** \$49750.00

**Languages** English

### Description

Join our Front Office Team as a Hotel Clerk Supervisor where you have the opportunity to learn and grow in a Relais & Chateaux property also recognized as an AAA 4-Diamond Resort and T&L World's Best Hotel.

**Objectives:**

- Must support and assist the Front Office Manager as they are responsible and accountable for the actions of all Front Office Team Members. Work as a "hands-on" supervisor assisting the team as they strive to meet or exceed guests' expectations
- Coordinate, assign, and review work of Front Office Team Members
- Be the contact person for all guests or team members who may be requiring immediate assistance from the Front Office Supervisor, and/or follow up with guest concerns as necessary
- Participate in all Human Resource functions within the Front Office Department, as directed by the Front Office Manager
- Establish work schedules, coordinate with other departments
- Contribute and assist in creating a positive atmosphere for learning & development for the Front Office Team Members
- Assist in creating, implementing, monitoring and continually improving systems designed to organize and control the efficient flow of guests, team members & supplies through the Front Office Department
- Participate in the creation and achievement of the annual budget for the Front Office Department, as directed by the Front Office Manager
- Be responsible for the overall cleanliness and physical condition of the Front Office department and storage areas
- Assist in the completion of assigned administrative responsibilities required to maintain the smooth operation of the Front Office Department

Salary is \$49750.00 per year. Staff accommodation is available. Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. 1 position

available.

Benefits: Group insurance benefits (incl. vision care benefits, dental care benefits, travel insurance), RRSP matching, gratuities, and other benefits (incl. Hotel/Restaurant discounts, free parking, wellness programs).

### **Experience**

- Completion of Secondary School and of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience (Minimum 2 years' experience in the Service Industry or 1 year of experience in a high-end luxury facility) is necessary
- Management or supervisory experience in the Front Office of a high-end full-service facility an asset

### **Credentials**

- Valid Class 5 Driver's License

### **Education Requirements**

- Completion of Secondary School and of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience (Minimum 2 years' experience in the Service Industry or 1 year of experience in a high-end luxury facility) is necessary

### **Essential Skills**

- Desire to assist and lead by example and be a pro-active member of the Front Office Leadership Team
- Exemplary customer service skills and a demonstrated willingness to exceed guest expectations
- Must possess the ability and desire to lead a world-class Front Office team
- Excellent Human Resources skills are required
- Excellent interpersonal, verbal and written communication skills are needed; Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem-solving skills are necessary
- Must have knowledge of standard operating financial statements as well as the budgeting process, scheduling and effective cost management
- Working knowledge of Maestro, PMS, Microsoft Word, Squirrel, File Maker Pro, Excel, are assets
- Must enjoy shift work and be able to work evenings, weekends and holidays

### **Work Environment**

- A mutual understanding of your employment duration will be determined during your interview
- Must be legally authorized to work in Canada

### **How to Apply**

In order to apply for this career opportunity, send your resume and cover letter to [jobs@wickinn.com](mailto:jobs@wickinn.com).

By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. As we receive a high volume of e-mails, we are only able to respond directly to you if your Resume and interests align with our currently available positions.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

## Hotel Clerk Supervisor

<b>Job ID</b>	<b>NCW001088</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=NCW001088">http://NewCanadianWorker.ca/viewjob?jobname=NCW001088</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2024-02-13	To: 2024-08-11
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$49750.00	
<b>Languages</b>	English	

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# Job Board Posting

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

Date Printed: 2024/05/19

## Hotel Clerk Supervisor

<b>Job ID</b>	<b>YHPOZJNX20794</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=YHPOZJNX20794">http://NoExperienceNeeded.ca/viewjob?jobname=YHPOZJNX20794</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2024-02-13	To: 2024-08-11
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
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