



Front Desk Receptionist Seasonal

Campbell River Region
Campbell River

Thursday March 19, 2026

\$21 - \$25/ hour

Company: Brown's Bay Resort

Website: <https://brownsbayresort.com>

Industry: Tourism/ Hospitality

Remote/Camp Based Job: No

How to apply:

email your resume to esther@brownsbayresort.com

Expiry Date:

Thursday, April 02, 2026

Details:

As a Front Desk Receptionist, you will be the first point of contact for guests, providing exceptional customer service and ensuring a welcoming atmosphere. Your core skills in hospitality, guest services, and multi-line phone systems will be essential in managing check-ins and addressing guest inquiries. You will also utilize your typing and computer skills to handle reservations and maintain accurate records. If you possess premium skills such as being bilingual or multilingual, you will enhance communication with diverse guests, contributing to a positive experience at our establishment. Join our team to make a lasting impression on our visitors. Some of the daily tasks could include but are not limited to the following

- Answer phone calls to accurately deal with guest bookings
- Answer phone calls and multitask while navigating the reservation system
- Assist with office administration
- Proactively identify guests needs engaging in assisting in best possible way
- Help with booking guests activities, scheduling tours, suggesting adventure tourism for the surrounding area

Qualifications & Experience:

- Demonstrate a commitment to delivering outstanding customer service
- Enjoy working in a busy, fast-paced environment while staying calm under pressure
- Have flexible hours
- Have good problem-solving skills
- Clearly be able to communicate with co-workers and guests (verbal and written)

We are searching for the right person who is:

- Outgoing with a positive attitude
- Proactive and self-motivated
- Sales oriented
- Dependable
- Detail oriented
- Computer literate with excellent typing skills
