



Front Office Team Position Seasonal

Campbell River Region
Campbell River

Monday March 30, 2026

\$21 - \$25/ hour (Based on experience)

Company: Pacific Playgrounds Oceanside Resort

Website: <https://pacificplaygrounds.com>

Industry: Tourism/ Hospitality

How to apply:

Email resume to marion@pacificplaygrounds.com

Expiry Date:

Monday, April 13, 2026

Details:

Job Description: Our Front Office Team is responsible for providing our guests with quality customer service pertaining to our high standards and reputation. As the ideal candidate for the office, you are enthusiastic, have great communication, strong work ethic, and great attention to detail. We are seeking out individuals who are friendly, positive, and a team player. Daily Tasks •Provide consistent, superior customer service when greeting and registering guests to deliver a positive experience. •Booking reservations with our campground software in person or on the phone. •Strong computer skills. Knowledge of Microsoft Office and Outlook. •Data entry for the portfolios of RV sites, Cottages, RV Rental units, Marina slips and guest accounts. •Handle payments and end of day cash out and daily balancing routines. •Ability to effectively multi-task. •Ability to work well as a team and independently. •Answer a high volume of incoming calls and emails. •Dealing with guest issues and problem solving.

Qualifications & Experience:

Pacific Playgrounds Oceanside Resort – Front Office Team Position Pacific Playgrounds has transformed into an upscale beach vacation destination. Our goal is to ensure each guest has their best ‘playground’ experience possible. We believe it’s important for guests to feel as comfortable here as they would at home. That’s why we’ve worked hard to create a safe and welcoming community that offers friendly, helpful service any time guests need it.
