



Front Desk Agent Full-Time

Campbell River Region
Campbell River

Tuesday June 30, 2026

\$21 - \$25/ hour (\$21.15 to \$23.50/Hr)

Company: Naturally Pacific Resort

Website: <https://naturallypacificresort.applytojob.com/apply/5GRpPunRmU>

Industry: Tourism/ Hospitality

How to apply:

Apply Directly at: <https://naturallypacificresort.applytojob.com/apply/5GRpPunRmU>

Expiry Date:

Tuesday, July 14, 2026

Details:

The Team Naturally Pacific Resort aims to become a top resort that welcomes everyone and offers exciting experiences every day. We are seeking team members who are passionate about providing exceptional hospitality and service, and who align with our values of Passion, Community, Inclusion, and Innovation. Our focus is not only on creating memorable experiences for guests but also on establishing a fulfilling and enjoyable work atmosphere for our team. Becoming part of the Naturally Pacific team will allow you to engage in the hospitality industry within an expanding company that values every individual's input and celebrates achievements collectively.

The Role As a key member of our team the Front Desk Agent is responsible for the daily duties in the front desk department. This includes, greeting guests, check-in and check-out, and providing a high-level guest service. The Front Desk Agent will be able to deal with guest inquiries and concerns in a professional manner. They will be able to work as part of a team and handle pressure in a fast-paced workplace well. Your contributions to the team include:

- Welcome guests and provide exceptional service throughout their stay.
- Check out guests and build a post-stay relationship.
- Handle guest inquiries and complaints with a high level of professionalism and hospitality.
- Ensure guests requests are handled in a timely and efficient manner.
- Strong knowledge of the Resort facilities and local attractions and events to provide the guests with a memorable and personalized experience.
- Receive packages and messages in an accurate and timely manner.
- Follow department policies, procedures, and service standards.
- Utilize various computer software programs to aid in guest check-in and check-out and process transactions.
- Collaborate with other departments to ensure a seamless experience for guests.
- Maintain full awareness of emergency and safety procedures.
- Provide coverage for the Night Audit shift when required.
- Additional tasks and duties as assigned.

Perks & Benefits At Naturally Pacific Resort, we believe in recognizing and rewarding the valuable contributions of our

colleagues. As a member of our team, you can expect to enjoy a comprehensive range of benefits. Please note that specific benefits may vary depending on the role and level within the organization. •Comprehensive employer paid health, vision, and dental coverage for you and your family. •Access to ongoing training and development opportunities to support your career growth and advancement within the company. •Employee and Family Assistance Program. •Discounts on various resort amenities and services such as food, golf, retail, and spa. •Support for your health and wellness goals. •Registered Pension Plan (RPP) eligibility after 1 year. •Accommodations available for qualifying candidates. We are committed to fostering a positive and supportive work environment where our employees feel valued, respected, and motivated to excel. We believe that by investing in our team members' well-being and professional development, we can collectively achieve success and create a thriving and fulfilling work environment. You will be eligible to receive wages starting from \$21.15 to \$23.50 per hour, this will be determined by your skill set, education and experience. The Resort At Naturally Pacific Resort, our mission is to provide guests with a memorable and meaningful experience. Located at the crossroads of the forest, mountains, and the Pacific Ocean in Campbell River BC, Naturally Pacific's 100-room resort features a luxury spa, upscale restaurant and 18-hole golf course with a virtual driving range and lounge. This coastal destination offers spectacular views and access to some of the best outdoor experiences in the world. From eco-adventures, internationally renowned salmon fishing, wildlife watching, to traversing the parks and trails, Campbell River is a doorway to adventure. Thank you and we look forward to receiving your application!

Qualifications & Experience:

What you need to be successful: •Minimum 1 year of guest service experience. •Preferably 1 year of experience in hospitality. •Excellent communication and interpersonal skills. •Good computer software skills. •Willingness to learn new skills. •Strong organizational skills. •Self-motivated individual. •A positive team player. •High level of attention to detail.
