



Front Desk Agent Full-Time

Port Hardy and North Island
Port McNeill

Wednesday August 12, 2026

\$21 - \$25/ hour (\$22-\$26/hr TBD)

Company: Black Bear Resort

Industry: Tourism/ Hospitality

Remote/Camp Based Job: No

How to apply:

Drop off resume in person to 1812 Campbell Way Port McNeill Black Bear Resort or email resume to reservations.blackbearresort@gmail.com

Expiry Date:

Wednesday, August 26, 2026

Details:

FRONT DESK AGENT Training Wage 3 months probationary period is \$22 hourly. Wage increase to be determined after this period \$22-26 . Overtime to be paid out on each pay cheque. Employee Health Benefits after probation period. • Greet visitors, clients, and staff warmly, ensuring they feel welcomed and attended to promptly. • Manage multi-line phone systems, directing calls efficiently and professionally using proper phone etiquette. • Proven clerical or administrative experience in an office environment is preferred. • Strong computer skills including proficiency in Microsoft Office • Proficient typing 40-50 WPM • Familiarity with multi-line phone systems and excellent phone etiquette skills are essential. • Prior experience in customer service roles that require organizational skills and professionalism. • Demonstrated ability to proofread documents carefully and perform accurate typing at a fast pace. Join us to be part of a vibrant team where your organizational talents and customer service skills make a real difference every day! DUTIES • Take reservations by telephone, email and in person • Set up and clean up continental breakfast • Keep office & lobby area clean • Must be physically fit and able to lift 50lbs • Must be willing to housekeep if required • Good communication both written and oral • Must be able multitask • Handle Guest complaints • Follow hotel policies • Must be able to work independently and be a team player • Training Will Be Provided • Must have good work ethic and be reliable We do not give vacation time off in peak season July 1 - September 30 MAY 1 - SEPTEMBER 30 DAYS OFF WEDNESDAY/THURSDAY Friday 6am-330pm Saturday 7am-4pm Sunday 7am-4pm Monday 330PM-1230AM Tuesday 330PM-1230AM OCTOBER 1 - APRIL 30 DAYS OFF WEDNESDAY/THURSDAY/SUNDAY Monday 330pm-1130pm Tuesday 330pm-1130pm Friday 6am-330pm Saturday 7am-330pm Job Type: Full-time / Year Round Hotel Closes Annually December 23 - January 1 Benefits: • Dental care • Extended health care • Vision care
