



ACCOMMODATION SERVICES MANAGER (NOC 60031)

Posted by 1542422 ALBERTA LTD. O/A AIRPORT TRAVELLER'S INN

Posting Date : 03-Mar-2025

Closing Date : 30-Aug-2025

Location : Calgary

Salary : \$37.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ7447223

Job Description:

TITLE: ACCOMMODATION SERVICES MANAGER ([NOC 60031](#))

EMPLOYER: 1542422 ALBERTA LTD. O/A AIRPORT TRAVELLER'S INN

JOB LOCATION

1808 – 19 Street NE

Calgary, AB T2E 4Y3

Workplace information on site

Salary \$37.50 hourly

Vacancies 1 vacancy

Employment groups: Youth (Provides awareness training to employees to create a welcoming work environment for youths)

Indigenous people (Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers)

Newcomers to Canada (Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees)

Terms of employment Permanent employment Full time, 32 hours per Week

Start date Starts as soon as possible

Employment conditions: Day, Evening, Morning, Night, Overtime, Shift, Weekend

JOB REQUIREMENTS

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years (In hotel industry)

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Hotel, motel, resort

Responsibilities

Tasks

- Develop and implement policies and procedures for daily operations

- Supervise staff

- Conduct performance reviews

- Conduct training sessions

- Perform front desk duties

- Prepare budgets and monitor revenues and expenses

- Prepare marketing plans

- Enforce policies and procedures

Address customers' complaints or concerns

Assist clients/guests with special needs

Develop and implement business plans

Establish work schedules

Manage events

Organize and maintain inventory

Supervision

3-4 people

Who can apply to this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

How to apply

By email

airporttravellersinnhiring@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: airporttravellersinnhiring@gmail.com

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