Hotel Front Office Manager

Posted by Days inn wainwright

Posting Date : 03-Jul-2025

Closing Date : 23-Jul-2025

Location : Wainwright

Salary : $36.00 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**: ABOJ3012228

Job Description:

Title: Hotel Front Office Manager

Employer: Days inn wainwright

Address: 1814 14 Ave, Wainwright, ABT9W 1L2

Wages: $36.00 to 38.00/hour

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

32 hours to 40 hours /week

Employment conditions: Day, Early Morning, Evening, Flexible Hours, Morning, Night, Shift, Weekend

Overview

Languages

English

Education

- €€€€€€ Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

- Develop and implement policies and procedures for daily operations

- Recruit and hire staff

- Supervise staff

- Conduct performance reviews

- Negotiate with suppliers for the provision of materials and supplies

- Negotiate with clients for the use of facilities

- Perform front desk duties

- Arrange for and oversee maintenance activities

- Enforce policies and procedures

- Address customers' complaints or concerns

- Assist clients/guests with special needs

- Establish work schedules

- Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

- MS Word

- MS Excel

- MS Office

- MS PowerPoint

Benefits

Other benefits

- Parking available

Who can apply to this job?

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.

- Other candidates with or without a valid Canadian work permit.

How to apply

- By email

  resumediw@gmail.com

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

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