



manager, hotel front desk

Posted by A-1 Alberni Inn

Posting Date : 25-Jul-2025

Closing Date : 21-Jan-2026

Location : Port Alberni

Salary : \$38 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3976779

Job Description:

Port Alberni, BC

V9Y 3S2

On site

38.00 hourly / 30 hours per week

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

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

Supervise staff

Conduct performance reviews

Conduct training sessions

Negotiate with clients for the use of facilities

Perform front desk duties

Prepare marketing plans

Implement marketing activities

Arrange for and oversee maintenance activities

- Enforce policies and procedures
- Address customers' complaints or concerns
- Assist clients/guests with special needs
- Develop and implement business plans
- Establish work schedules
- Organize and maintain inventory

Supervision

- 3-4 people

Experience and specialization

Computer and technology knowledge

- MS Word
- Central reservation system (CRS)
- MS Excel
- MS Office
- MS Outlook
- MS Windows

Additional information

Transportation/travel information

- Valid driver's licence

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Combination of sitting, standing, walking

Personal suitability

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility

Who can apply for 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

Direct Apply

By Direct Apply

By email

majorai2025@proton.me

By mail

3805 Redford St.
Port Alberni, BC
V9Y 3S2

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: majorai2025@proton.me

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