



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:** DISJ1666797

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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