



Hotel Front Office Manager

Posted by Days inn wainwright

Posting Date : 12-Jun-2025

Closing Date : 02-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:** DISJ4786238

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 reference letter from your previous employer to the following email: resumediw@gmail.com

Posted on Disabled job Portal