

# Hotel Front Office Manager

**Posted By:** Days Inn Wainwright

**Location:** Wainwright

**Salary:** \$36.00 Per Hour

**JOB ID :** RJ2325774

**Posting Date :** 03-Jul-2025

**Expiry date :** 23-Jul-2025

**Education :** Secondary (high) school graduation certificate

**Language :** English

**Vacancies :** 1

**Years of Experience :** 1 year

**Job Type :** Full Time

## 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](mailto: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](mailto:resumediw@gmail.com)

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