



# 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:** ABOJ7447223

## 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](mailto: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](mailto:airporttravellersinnhiring@gmail.com)**

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