



# 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

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## 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](mailto: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](mailto:majorai2025@proton.me)

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