



hotel clerk supervisor

Posted by Empire Inn & Suites Red Deer

Posting Date : 17-Sep-2025

Closing Date : 05-Apr-2026

Location : Red Deer

Salary : \$27.50 hourly / 30 to 44 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5321307

Job Description:

Location: 23 GASOLINE ALLEY EAST Red Deer, AB T4E 1B3

Work location: On site

Salary: 27.50 hourly / 30 to 44 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Evening, Day, Weekend

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: Secondary (high) school graduation certificate or equivalent experience

Experience: 2 years to less than 3 years

On site: Work must be completed at the physical location. There is no option to work remotely.

Work setting

Hotel, motel, resort

Responsibilities

Tasks

Co-ordinate activities with other work units or departments

Establish work schedules and procedures

Prepare and submit reports

Assist clients/guests with special needs

Co-ordinate, assign and review work

Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery

Requisition materials and supplies

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

MS Outlook

Additional information

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Personal suitability

Accurate

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Organized

How to apply

Direct Apply: By Direct Apply

By email: sidhu8businessinfo@gmail.com

By mail: 23 GASOLINE ALLEY EAST RED DEER, AB T4E 1B3

In person: 23 GASOLINE ALLEY EAST RED DEER, AB T4E 1B3

Between 09:30 AM and 05:00 AM

Job Location: 23 GASOLINE ALLEY EAST RED DEER, AB T4E 1B3

Employer: Empire Inn & Suites Red Deer

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: sidhu8businessinfo@gmail.com

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