



## **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

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

**Language:** ENGLISH

**Job location:** Calgary

**Salary:** \$37.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6414393

**Expired**

### **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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