



## **manager, hotel front desk**

**Posted by:** A-1 Alberni Inn

**Posting date:** 25-Jul-2025      **Closing date:** 21-Jan-2026

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

**Language:** English

**Job location:** Port Alberni

**Salary:** \$38 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5032098

## **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

## **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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