

# Manager, Hotel Front Desk

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

**Location:** Port Alberni

**Salary:** \$38 Per Hour

**JOB ID :** RJ5620541

**Posting Date :** 25-Jul-2025

**Expiry date :** 21-Jan-2026

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

**Language :** English

**Vacancies :** 1

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

**Job Type :** Full Time

## 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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