

## Hotel Assistant Manager

Howard Johnson Inn

Job ID  
**50917**

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| LOCATION                                     | DATE POSTED               | EXPIRY DATE                     |                |
|----------------------------------------------|---------------------------|---------------------------------|----------------|
| 1165 Muskoka Rd S, Gravenhurst, ON   Ontario | 28-07-2026                | 24-01-2027                      |                |
| TYPE OF JOB                                  | SALARY                    | MIN. EXPERIENCE                 | MIN. EDUCATION |
| Full Time                                    | CAD 38.00-40.00<br>hourly | 3 years to less than 5<br>years | College/CEGEP  |

### Job Details

Howard Johnson Inn is looking for a full-time, permanent Hotel Assistant Manager to join our team.

Employer: Howard Johnson Inn

Position: Hotel Assistant Manager (NOC 60031)

Terms of Employment: Permanent, Full-time (30 to 40 hours per week), Shift, Weekend, (Early) Morning, Day, Afternoon, Night

Hourly Wage: \$38.00 - \$40.00

Expected Start Date: As soon as possible

Work Location: 1165 Muskoka Rd S, Gravenhurst, ON P1P 1K6

#### Key Duties and Responsibilities:

- Assist in planning, organizing, directing, controlling, and evaluating hotel operations
- Develop, implement, and evaluate policies and procedures for the operation of the hotel
- Support the preparation of budgets and monitor revenues, expenses, and operating results
- Participate in the development of room pricing, packages, and promotional strategies
- Negotiate with suppliers and coordinate the purchase of materials, equipment, and hotel supplies
- Coordinate with clients regarding the use of hotel facilities for meetings, receptions, and other functions
- Recruit and supervise staff, oversee employee training, assign duties, and establish work schedules
- Monitor employee performance and service standards and provide corrective guidance
- Coordinate front desk, housekeeping, and maintenance team to ensure efficient operations
- Respond to guest concerns and complaints and implement appropriate service-recovery measures
- Monitor reservations, occupancy, room availability, and guest service activities
- Ensure compliance with health, safety, security, and company operating standards
- Prepare operational, financial, staffing, and performance reports for senior management
- Perform other related management duties

#### Position Requirements and Qualifications

- A college diploma in hotel management, hospitality, business administration, or a related discipline
- 3-5 years of experience in the accommodation industry, including supervisory or management experience, are required

- Strong leadership, organization, decision-making, and written and oral communication skills
- Client focus; Effective interpersonal skills; Flexibility; Initiative; Judgement
- Team player - positive, reliable, and motivated
- Security and safety: Basic security clearance

#### Work conditions and physical capabilities

Fast-paced environment; Work under pressure; Tight deadlines; Attention to detail; Combination of sitting, standing, and walking

#### How to apply

If you are interested in the position and would like to join and grow with us, we encourage you to send us a cover letter and resume by email to [howardinn705@gmail.com](mailto:howardinn705@gmail.com)

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