Assistant manager, hotel

Hotel Dene and Conference Centre

Job ID
51166

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LOCATION	DATE POSTED	EXPIRY DATE
Hwy 28 & RR 423, Cold Lake, AB | Alberta	19-08-2026	15-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.79 hourly	1 year to less than 2 years	College/CEGEP

Job Details

Assistant manager, hotel

Hotel Dene and Conference Centre

Job details

• Location Cold Lake, AB T9M 1P2

• Work location On site

• Salary38.79 hourly / 30 hours per week

• Terms of employment Permanent employment Full time

• Starts as soon as possible

• Benefits: Health benefits

• 1 vacancy

Overview

Languages

English

Education

• College/CEGEP

Experience

1 year to less than 2 years

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

• Negotiate with suppliers for the provision of materials and supplies

• Negotiate with clients for the use of facilities

• Prepare budgets and monitor revenues and expenses

• Enforce policies and procedures

• Address customers' complaints or concerns

• Develop and implement business plans

Additional information

Personal suitability

• Client focus

• Flexibility

• Team player

Benefits

Health benefits

• Dental plan

• Health care plan

• Vision care benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for youths

• Offers mentorship, coaching and/or networking opportunities for youth

• Provides awareness training to employees to create a welcoming work environment for youth

Who can apply for this job?

You can apply if you are:

• a Canadian citizen

• a permanent resident of Canada

• a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Additional ways to apply

By email

hotel.deneandconference@hotmail.com

By mail

Hwy 28 & RR 423, Cold Lake, AB T9M 1P2

In person

Hwy 28 & RR 423, Cold Lake, AB T9M 1P2 between 10:00 AM and 02:00 PM

By Email

hotel.deneandconference@hotmail.com

What you must include in your application:

• Cover letter

Advertised until

To be determined

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