

**10005162 MANITOBA INC**  
**Operating as CYPRESS MOTOR INN**  
**139 RAIL WAY AVE, CYPRESS RIVER, MB, R0K 0P0**

**Title of the position – Bar – Motel Manager**

**Responsibilities:**

- *Receive customer calls or attend personal walk insns and take orders for food, beverages or any services as per customer requirement.*
- *Receive customer calls or attend personal walk insns for Motel Room bookings*
- *Perform the registration for room booking online, on phone or personal attendance*
- *Maintain Room booking register, payment transactions and all other relevant records for stocks and inventory for motel room supplies, food and bar beverages.*
- *Oversee Bar operation including serving beverages orders for the Bar and Rooms.*
- *Attend and address customer for their demands and concerns.*
- *Plan and schedule the shift for motel cleaners / staff including execution of daily, weekly and monthly routine scheduled activities.*
- *Maintain the hygienic cleaning of Rooms, lobby, Bar and all premises area to impress customer satisfaction.*
- *Plan menus, explore the new marketing ideas, determine traffic flow and maintain demands and develop business strategy to obtain highest value of the business.*
- *Plan and execute marketing strategy – online, social media and or local newspaper, communication and local events in respect to growth of business.*
- *Estimate Beverages and food requirements and costs and others all motel related expenses monitoring for minimum waste and highest outcome.*
- *Monitor stocks and order supplies and maintain records.*
- *Train workers, supervise and schedule assistants.*

**Terms of employment:** - *Full Time permanent position*

**Skills and Qualifications:**

- *University or College diploma or equivalent Certification program in Marketing, travel or business management.*
- *Prior experience of minimum 3 years in motel or Marketing management or as travel business manager.*
- *Good mathematical skills.*
- *Knowledge of computer in MS office, Internet access and social media.*
- *Certification of Smart Choices from Manitoba Liquor authority is an assets.*

**Language of work:** - *Required English communication skill.*

**Wage:** - *14.75 hourly, 0.50 per hour increment after 90 days of probation 3 to 5 % annual raises based on performance rating.*

**Benefits:** *Candidate will be entitled for 2 weeks of personal vacation after completion of 1 year employment. Vacation consumable during working year considering vacation day's accumulation of working period.*

**Location(s) of work:** - *CYPRESS MOTOR INN is situated at rural area in RM of Victoria, in Town of Cypress River, 155 KM west of Winnipeg on High way 2.*

**Hours of operation:** - *Business required 24 x 7 customer services management. Candidate must be required flexibility to work of any flexible given time as per business demand.*

**Contact:** - *email application in word format to cypressmotorinn@gmail.com*