

Company operating name – THE LOCAL GRILL & PUB
288 MB – 2 HIGHWAY, TREHERNE, MB, R0G 2V0

Title of the position – Bar – Motel Manager

Responsibilities:

- *Receive customer calls or attend personal walk ins and take orders for food, beverages or any services as per customer requirement.*
- *Plan the Events and occasion which is conducted in the motel and also design and decorated the motel according to occasion.*
- *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.*
- *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 or 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: - 15 hourly, 0.60 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: - **THE LOCAL GRILL & PUB** is situated at rural area in RM of NORFOLK, in Town of TREHERNE, 125 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 thelocal18@gmail.com