



Hotel Assistant Manager (60031)

Description

Cedar Creek Resort is seeking a dedicated Hotel Assistant Manager to support daily operations and ensure exceptional guest experiences. This full-time, permanent role involves supervising staff, managing front desk activities, overseeing budgets, and maintaining operational efficiency in a fast-paced resort environment. The position requires on-site presence and offers competitive salary and benefits.

Duties

- Develop and implement policies and procedures for daily operations
- Recruit, hire, and supervise staff
- Conduct performance reviews and training sessions
- Perform front desk duties and assist guests as needed
- Address customer complaints and resolve issues professionally
- Prepare budgets and monitor revenues and expenses
- Negotiate with suppliers for materials and services
- Arrange and oversee maintenance activities
- Establish staff schedules and manage events
- Maintain inventory and enforce operational procedures

Closing Date

October 30, 2026

Categories

Management

Employer

Cedar Creek Resort

Location

Rural

Address

85101 MB-1 East Braintree, R0E 0L0

Job Type

Full-time

Education Level

High School

Email

careercedarcreekresort@gmail.com

- Assist clients/guests with special needs

Qualification

- College/CEGEP education
- 3 to less than 5 years of relevant experience (Office Administration/Management)
- Strong leadership and interpersonal skills
- Excellent oral and written communication
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint, Windows)
- Ability to work under pressure in a fast-paced environment
- Strong attention to detail and ability to manage large workloads
- Team-oriented with initiative and flexibility