



Night Clerk Supervisor-Hotel

Description

Tasks

- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Assist clients/guests with special needs
- Co-ordinate, assign and review work
- Hire and train staff in job duties, safety procedures and company policies
- Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery
- Requisition materials and supplies

Qualification

Education

- College/CEGEP
- or equivalent experience

Experience

Experience an asset

Closing Date

September 4, 2026

Categories

Business, Finance and Administration

Employer

WESTWOOD INN LIMITED PARTNERSHIP

Location

Rural

Address

Box 2050 - 473
Westwood Road Swan
River, R0L 1Z0

Job Type

Full-time

Education Level

College

Wage

\$30.16 - \$30.16

Email

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Phone

(204) 281-1092