



manager, hotel front desk

Posted by: A-1 Alberni Inn

Posting date: 25-Jul-2025 **Closing date:** 21-Jan-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Port Alberni

Salary: \$38 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ5032098

Job description:

Port Alberni, BC
V9Y 3S2

On site

38.00 hourly / 30 hours per week

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

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

Supervise staff

Conduct performance reviews

Conduct training sessions

- Negotiate with clients for the use of facilities
- Perform front desk duties
- Prepare marketing plans
- Implement marketing activities
- Arrange for and oversee maintenance activities
- Enforce policies and procedures
- Address customers' complaints or concerns
- Assist clients/guests with special needs
- Develop and implement business plans
- Establish work schedules
- Organize and maintain inventory

Supervision

3-4 people

Experience and specialization

Computer and technology knowledge

- MS Word
- Central reservation system (CRS)
- MS Excel
- MS Office
- MS Outlook
- MS Windows

Additional information

Transportation/travel information

Valid driver's licence

Work conditions and physical capabilities

Fast-paced environment

Work under pressure
Tight deadlines
Attention to detail
Combination of sitting, standing, walking

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

majorai2025@proton.me

By mail

3805 Redford St.
Port Alberni, BC
V9Y 3S2

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: majorai2025@proton.me

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