



# Assistant Manager

## Description

Humphry Inn & Suites is looking for an Assistant Manager (NOC 60031) to join our team in Winnipeg, Manitoba.

Job Title: Assistant Manager

Job Type: Full-Time, Permanent

Work Location: 260 Main Street, Winnipeg, Manitoba, R3C 1A9

Wage: \$37.50/hour

Working Hours: 35 hours per week

Start Date: As Soon As Possible

Language: English

Vacancy: 1

## Duties

- Develop and implement policies and procedures for daily operations
- Recruit and hire staff
- Supervise staff
- Negotiate with suppliers for the provision of materials and supplies
- Negotiate with clients for the use of facilities
- Prepare budgets and monitor revenues and expenses
- Prepare marketing plans
- Address customers' complaints or concerns

## Qualification

- College diploma is required
- 2 years experience

## Closing Date

December 31, 2025

## Categories

Management

## Employer

Theo C Limited -  
Humphry Inn & Suites

## Location

Downtown

## Address

260 Main Street  
Winnipeg, R3C 1A9

## Job Type

Permanent

## Education Level

College

## Wage

\$37.50 - \$37.50

## Email

admin@humphryinn.com