



Hotel Assistant Manager

Description

Job title: *Hotel Assistant Manager (60031)*

Courtyard Winnipeg Airport 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 hotel 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

Qualification

- College/CEGEP education

Closing Date

July 15, 2026

Categories

Management

Employer

Courtyard by Marriott

Location

St. James-Assiniboia

Address

780 Powerhouse
Road Winnipeg, R3H
1C7

Job Type

Permanent

Education Level

High School

- 3 to less than 5 years of relevant experience
- 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