

Assistant Hotel Manager

Sleep Inn Regina East

Job ID

39213

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LOCATION	DATE POSTED	EXPIRY DATE	
22A Great Plains Road, Emerald Park, SK Saskatchewan	25-02-2026	24-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 34.71/hour	5 year or more	Bachelor's degree

Job Details

There is 1 position open with the expected start date of May 1, 2026

To apply, we require the following to be emailed to ncherry@sleepinnreginaeast.ca.

- Cover Letter
- Resume of Experience
- Work References that can be contacted
- Proof of Education.

At this time we are not accepting any applicants for individuals who are not currently able to legally work in Canada for at least 1 year.

Job Description

The Assistant Manager serves as the primary driver of daily operations, ensuring that the 'big picture' hotel goals are met through meticulous attention to detail. From managing schedules and inventory to resolving real-time challenges, you will maintain the rhythm of the business, stepping in to lead by example whenever the pace picks up.

Job duties include, but are not limited to:

- Develop and implement policies and procedures for daily operations
- Supervise staff of 15 - 25
- Conduct training sessions
- Perform front desk duties
- Enforce policies and procedures
- Address customers' complaints or concerns
- Assist clients/guests with special needs
- Establish work schedules
- Manage events
- Organize and maintain inventory
- Help with scheduling and workflow
- Conduct online marketing, E-commerce and Website promotions

The ideal candidate will have:

- Bachelor is Hospitality / Tourism / Hotel Management (or equivalent experience)
- At least 5 years of experience in supervising , hr and sales
- Efficient in Microsoft Office, Google Suites, Social media, and at least one Property Management system
- Excellent oral and written communication skills
- Client Focus Passion
- Efficient Interpersonal Skills and Flexibility

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