

Hotel front desk manager

BEST WESTERN PLUS PARRY SOUND

Job ID

39366

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LOCATION	DATE POSTED	EXPIRY DATE	
2 Pine Dr, Parry Sound, ON Ontario	11-03-2026	07-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.64	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Job Title: Hotel front desk manager

Employer details: BEST WESTERN PLUS PARRY SOUND

Job details:

Location: 2 Pine Dr., Parry Sound, ON P2A 2L7

Work location: On site

Salary: 37.64 hourly / 32 hours per week

Terms of employment: Permanent employment, Full time, Early morning, Morning, Day, Evening, Night, Weekend

Starts: As soon as possible

Vacancies: 1 vacancy

Overview:

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 1 year to less than 2 years

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

Recruit and hire staff

Supervise staff

Conduct performance reviews

Negotiate with suppliers for the provision of materials and supplies

Conduct training sessions

Negotiate with clients for the use of facilities

Prepare budgets and monitor revenues and expenses

Arrange for and oversee maintenance activities

Address customers' complaints or concerns

Assist clients/guests with special needs

Develop and implement business plans

Establish work schedules

Organize and maintain inventory

Employment groups:

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

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:

By Direct Apply Help - Applying by Direct Apply

Additional ways to apply:

By email:

hr.westexwestern@gmail.com

By mail:

2 Pine Dr

Parry Sound, ON

P2A 2L7

In person:

2 Pine Dr

Parry Sound, ON

P2A 2L7

Between 12:00 p.m. and 05:00 p.m.

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