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# Hotel Manager

**Posted by:** Comfort Inn & Suites Medicine Hat

**Location:** Medicine Hat

**Salary:** \$37.73 Per Hour

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## Job Details

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**Job ID**

NCJ6686647

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**Posting Date :** 08-Dec-2025

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**Expiry Date :** 28-Dec-2025

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

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## Job Description

**Title:** Hotel Manager

Employer: Comfort Inn & Suites Medicine Hat

Address: 2317 Trans Canada Way SE , Medicine Hat, Alberta T1B 4E9

Wages: 37.73 Hourly

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

30 to 40 hours /week

Employment conditions: Early morning, Evening, Shift, Flexible hours, Morning, Night, Day, Weekend

## **Overview**

### **Languages**

English

### **Education**

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

### **Experience**

2 years to less than 3 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

#### **Supervise staff**

Conduct performance reviews

Conduct training sessions

Negotiate with clients for the use of facilities

Perform front desk duties

Prepare budgets and monitor revenues and expenses

Implement marketing activities

Enforce policies and procedures

Address customers' complaints or concerns

Assist clients/guests with special needs

Establish work schedules

Organize and maintain inventory

### **Benefits**

Health benefits

Dental plan

**Health care plan**

Paramedical services coverage

**Financial benefits**

Bonus

Life insurance

Long term benefits

Maternity and parental benefits

**Other benefits**

Free parking available

**How to apply**

Direct Apply

By Direct Apply

Additional ways to apply

Email: [hecanadajobs@hotelequities.com](mailto:hecanadajobs@hotelequities.com)

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

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**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: [hecanadajobs@hotelequities.com](mailto:hecanadajobs@hotelequities.com)**

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