Hotel Assistant Manager

Howard Johnson Inn

Job ID
10285

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LOCATION	DATE POSTED	EXPIRY DATE
1165 Muskoka Rd S, Gravenhurst, ON| Ontario	28-07-2026	24-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.00-40.00 hourly	3 years to less than 5 years	College/CEGEP

Job Details

Howard Johnson Inn is looking for a full-time, permanent Hotel Assistant Manager to join our team.

Employer: Howard Johnson Inn
Position: Hotel Assistant Manager (NOC 60031)
Terms of Employment: Permanent, Full-time (30 to 40 hours per week), Shift, Weekend, (Early) Morning, Day, Afternoon, Night
Hourly Wage: $38.00 - $40.00
Expected Start Date: As soon as possible
Work Location: 1165 Muskoka Rd S, Gravenhurst, ON P1P 1K6

Key Duties and Responsibilities:
• Assist in planning, organizing, directing, controlling, and evaluating hotel operations
• Develop, implement, and evaluate policies and procedures for the operation of the hotel
• Support the preparation of budgets and monitor revenues, expenses, and operating results
• Participate in the development of room pricing, packages, and promotional strategies
• Negotiate with suppliers and coordinate the purchase of materials, equipment, and hotel supplies
• Coordinate with clients regarding the use of hotel facilities for meetings, receptions, and other functions
• Recruit and supervise staff, oversee employee training, assign duties, and establish work schedules
• Monitor employee performance and service standards and provide corrective guidance
• Coordinate front desk, housekeeping, and maintenance team to ensure efficient operations
• Respond to guest concerns and complaints and implement appropriate service-recovery measures
• Monitor reservations, occupancy, room availability, and guest service activities
• Ensure compliance with health, safety, security, and company operating standards
• Prepare operational, financial, staffing, and performance reports for senior management
• Perform other related management duties

Position Requirements and Qualifications
• A college diploma in hotel management, hospitality, business administration, or a related discipline
• 3-5 years of experience in the accommodation industry, including supervisory or management experience, are required
• Strong leadership, organization, decision-making, and written and oral communication skills

• Client focus; Effective interpersonal skills; Flexibility; Initiative; Judgement
• Team player - positive, reliable, and motivated
• Security and safety: Basic security clearance

Work conditions and physical capabilities

Fast-paced environment; Work under pressure; Tight deadlines; Attention to detail; Combination of sitting, standing, and walking

How to apply

If you are interested in the position and would like to join and grow with us, we encourage you to send us a cover letter and resume by email to howardinn705@gmail.com

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