Accommodation Services Manager

Athabasca Hillside Motel

Job ID
10790

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LOCATION	DATE POSTED	EXPIRY DATE
4804 46A Avenue, Athabasca, AB| Alberta, Athabasca, AB| Alberta	15-09-2026	14-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 39	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 Details:

• Position: Accommodation Services Manager

• Employer: Athabasca Hillside Motel

• Location: 4804 46A Avenue, Athabasca, Alberta, Canada T9S 1B6

• Vacancies: 1

• Terms of Employment: Permanent, Full-Time (37.5 hours/week)

• Wage: $39.00/hour

• Vacation Pay: 4% of gross wages (equivalent to two weeks annually)

• Start Date: As soon as possible

Education

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

Job Requirements:

• Languages: English

• Education: A university degree or college diploma in hotel management or a related discipline is usually required for managers employed by large accommodation establishments.

• Experience: Several years of experience within the accommodation or hospitality industry are usually required and may substitute for formal educational requirements.

• Work Conditions: Fast-paced environment; ability to manage multiple responsibilities; customer service oriented; ability to supervise staff and resolve guest concerns.

How to Apply:

• By Email: athabascahillsidemotel@gmail.com

• By Mail / In Person: Athabasca Hillside Motel, 4804 46A Avenue, Athabasca, Alberta, Canada T9S 1B6

About Athabasca Hillside Motel:

Athabasca Hillside Motel is a lodging business in Athabasca, Alberta that provides clean, comfortable, and affordable short-term accommodation for travelers, work crews, families, and visitors to the region. The motel offers a variety of rooms, including units with kitchenettes, and focuses on providing reliable guest services in a safe and welcoming environment.

Job Description

Main Duties (NOC 60031 – Accommodation Services Manager):

- Develop, implement and evaluate policies and procedures for the operation of the department or establishment
- Prepare budgets and monitor revenues and expenses
- Participate in the development of pricing and promotional strategies
- Negotiate with suppliers for the provision of materials and supplies
- Recruit and supervise staff, oversee training and set work schedules
- Negotiate with clients for the use of facilities for conventions, banquets, receptions and other functions
- Resolve customer complaints and ensure high standards of guest service

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