

## Accommodations Manager

📍 Rockies Rental ↗ 1306 Bow Valley Trail Canmore, AB T1W 1N6

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### Job Overview

↗ **Job Id:-** 2542211 📅 **Posted On:-** 2025, Apr 02 📅 **Valid Till:-** 2025, Sep 29 ↗ **Category:-** Manager & Executive

### Job Detail

Location:1306 Bow Valley Trail Canmore, ABT1W 1N6  
Salary: 37.50 hourly / 30 hours per week  
Terms of employment: Permanent employment/Full time  
Start date: 2025-04-16  
Vacancies:1 vacancy

#### 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

#### Tasks

Supervise staff

Assist clients/guests with special needs

Schedule and assign duties of housekeeping staff

Schedule and co-ordinate work on sites

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Prepare and submit reports

Plan, set up and administer accounting systems

Plan for required documentation and for pre- and post-distribution of documentation (itineraries, evaluations etc.)

Plan schedules, goals and objectives

Perform basic bookkeeping tasks

Establish work schedules and procedures

Co-ordinate activities with other work units or departments

Co-ordinate, assign and review work

Requisition materials and supplies

Hire and train staff in job duties, safety procedures and company policies

Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery

Perform same duties as workers supervised

Communicate with other workers to co-ordinate the preparation and completion of work assignments

Coordinate work activities to ensure projects meet deadlines and budgets

Coordinate work activities to ensure commercial or residential projects meet requirements, budget and deadlines properties

#### Supervision

5-10 people

#### Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Fast-paced environment

Tight deadlines

Attention to detail  
Standing for extended periods  
Personal suitability  
Client focus  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Initiative  
Team player  
Accurate  
Interpersonal awareness  
Dependability  
Judgement  
Organized

How to apply

By email

charla@rockiesrentals.ca

Online:

<https://www.rockiesrentals.ca/job-opportunities/>

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