

# Apply Now



## Accommodations Manager

**Rockies Rental**

📍 1306 Bow Valley Trail Canmore, AB T1W 1N6

### 📄 Job Description

Location: 1306 Bow Valley Trail Canmore, AB T1W 1N6

Salary: 37.50 hourly / 30 hours per week

Terms of employment: Permanent employment/Full time

Start date: Starts as soon as possible

Vacancies: 1 vacancy

#### Languages

English

#### Education

Secondary (high) school graduation certificate

#### Experience

7 months to less than 1 year

#### Tasks

Supervise staff

Prepare budgets and monitor revenues and expenses

Co-ordinate activities with other work units or departments

Prepare and submit reports

Co-ordinate, assign and review work

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

Establish work schedules and procedures

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

Requisition materials and supplies

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

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

Coordinate work activities to ensure projects meet deadlines and budgets

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

### 📍 Company Address

📍 1306 Bow Valley Trail Canmore, AB T1W 1N6

✉️ charla@rockiesrentals.ca

### 📄 Job Overview

**Job Number:** 2542211

**Location:** 1306 Bow Valley Trail Canmore, AB T1W 1N6

**Start Date:** 2025, Mar 03

**End Date:** 2025, Sep 30

**Job Category:** Manager & Executive

**Job Position:** Accommodations Manager

**Qualification Required:** Secondary (high) school graduation certificate

**Package:** \$37.50 Hourly

**Languages:** English

**Min Experience:** 0 (Year) 7 (Month)

**Max Experience:** 1 (Year) 0 (Month)

Plan schedules, goals and objectives

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

Plan, set up and administer accounting systems

Schedule and co-ordinate work on sites

Resolve complaints and claims

Negotiate with clients for provision of services

Supervision

5-10 people

Additional information

Personal suitability

Client focus

Flexibility

Initiative

Team player

Judgement

How to apply

By email

charla@rockiesrentals.ca

Employment Type: Full Time

Post Resume at: [charla@rockiesrentals.ca](mailto:charla@rockiesrentals.ca)

Print



Email:  
[contact@canadajobhub.ca](mailto:contact@canadajobhub.ca)

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