



Super 8 Cornwall, 2694 Brookdale Avenue, Cornwall, ON K6J 5Y2 613-932-8888

---

## Assistant Manager

Super 8 Cornwall is hiring an experienced Assistant Manager to help in the daily running of the Hotel. Approximately 30 hours.

Duties include: overseeing of various departments:

- Overseeing Hotel Maintenance,
- Overseeing Housekeeping Department (including providing room inspections)
- Inventory Control,
- Front Desk duties providing Customer Service. (Knowledge of Synxis PRM system an asset)
- Proficient in various computer programs

Applicants must be mature, experienced in supervisory position, bondable, pass a criminal background check, and provide references for reliability and trustworthiness.

Fast-paced environment, standing for extended periods, work under pressure, excellent oral communication, excellent written communication, good judgement, organized, team player.

Must be able to work a flexible schedule, including weekends. Wage will depend on experience. Must have own transportation, no public transportation is available.

Drop off cover letter and resume at hotel or send to [sandra@super8cornwall.com](mailto:sandra@super8cornwall.com)