



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Building Maintenance Supervisor, Hotel Managing Supervisor & Sales Supervisor

<b>Job ID</b>	<b>13-50-9D-76-95-A9</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=13-50-9D-76-95-A9">https://careers.indigenous.link/viewjob?jobname=13-50-9D-76-95-A9</a>	
<b>Company</b>	Clarion Hotel & Conference Centre	
<b>Location</b>	Pembroke, Ontario	
<b>Date Posted</b>	From: 2019-11-21	To: 2020-05-19
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Clarion Hotel & Conference Centre located at 900 Pembroke St E, Pembroke Ontario require the following:

1 Building Maintenance Supervisor who will be responsible for overseeing a range of repair, cleaning and maintenance duties to ensure that our hotel premises are safe and functional for our guests and employees.

1 Hotel Managing Supervisor who is motivated and self driven to ensure the smooth & efficient operations of the hotel.

1 Sales Supervisor for their onsite Gift Shop

Job Types: Permanent Full Time Positions;

Overtime for all positions after 44 hours per week;

Salary of Hotel Managing Supervisor: \$30 per hour for a minimum of 30 hours per week; Must be willing to work on weekends and during emergencies

Salary of Building Maintenance Supervisor: \$30 per hour for a minimum of 30 hours per week; Must be willing to work on weekends and during emergencies

Salary of Sales Supervisor: \$18 per hour. Must be available to work in shifts

### Experience

Experience & Education for Building Maintenance Supervisor: 2-3 years experience; Must be skilled and hardworking with outstanding problem-solving abilities, good physical agility, strong technical knowledge and an eye for detail

Experience & Skills for Hotel Managing Supervisor:

3-5 years industry experience

Experience & Skills for Sales Supervisor: 1-2 years previous retail experience; Proven ability to assess client needs & establish rapport; Good knowledge of merchandising techniques, store displays and merchandise buying procedures; Ability to communicate effectively

### Education Requirements

Building Maintenance Supervisor: Some Secondary schooling

Hotel Managing Supervisor: Secondary schooling; College/diploma in Hospitality will be an asset.  
Sales Supervisor: Some secondary school; Knowledge of MS Office and billing terms; Strong communication and negotiation skills

### **Essential Skills**

#### Building Maintenance Supervisor

- â€¢Inspect hotel to ensure that all safety standards are met;
- â€¢Identify & report need for repair & maintenance work;
- â€¢Arrange for routine maintenance of rooms, lobby, kitchen & common areas;
- â€¢Maintain upkeep of all rooms & common areas by ensuring that furniture, appliances & electrical appliances and light fixtures are in working condition;
- â€¢Plan & oversee repairs and renovations;
- â€¢Supervise & oversee work performed by contractors;
- â€¢Maintain material & supply inventory;
- â€¢Solicit bids from contractors & evaluate proposals with hotel management;
- â€¢Respond to work orders in a timely manner & act fast to resolve emergency issues;
- â€¢Perform preventative maintenance repairs in accordance with hotel standards;
- â€¢Supervise maintenance teams including electricians, masons, carpenters etc;
- â€¢Organize repair projects in a manner that does not disturb the hotel guests;
- â€¢Maintain budget, expenses & activity log;
- â€¢Ensure all safety and security measures are in place in the hotel;
- â€¢Ensure that common areas and parking lots are in clean and safe condition

#### Hotel Managing Supervisor

- â€¢Establish staff work schedules & co-ordinate activities with all departments;
- â€¢Supervise daily shift process & ensure that staff adhere to standard operating procedures;
- â€¢Resolve work-related problems & prepare & submit reports

### **Additional Skills**

- â€¢Hire and train staff in job duties, safety procedures and company policies
- â€¢Oversee work of front desk personnel to ensure optimal level of service & hospitality to the guests;
- â€¢Assist hotel guests with special requests and supervise front desk to ensure the prompt fulfilment of requests;
- â€¢Assist during check in & check out processes to ensure all activities are handled efficiently;
- â€¢Oversee work of the housekeeping staff;
- â€¢Resolve customer issues & complaints in a prompt and efficient manner to maintain a high level of customer satisfaction & ensure business retention;
- â€¢Create & maintain professional liaison with vendors & suppliers;
- â€¢Coordinate employee events to encourage team camaraderie;
- â€¢Develop employee training manual for all new hires;
- â€¢Ensure outstanding customer care at all times

#### Sales Supervisor

- â€¢Supervise and expand the day to day operations of the gift shop to make it an independent revenue stream;
- â€¢Meet & greet customers to select gifts & other merchandise;
- â€¢Plan the display and presentation of merchandise, change displays according to seasons ;Plan

sales programs & arrange hospitality gifts for group bookings, conference bookings etc;  
â€¢Supervise the preparation of the monthly and annual inventory of merchandise and stocks & approve vendor contracts;  
â€¢Meet with vendors to select gifts and merchandise appropriate to the potential buying audience, season of the year and recognized customer demand;  
â€¢Recruit, interview, hire and train sales personnel;  
â€¢Interact with customers to boost customer confidence;  
â€¢Address and solve customer queries;  
â€¢Resolve work related problems; supply shortages and relay information to management;  
â€¢Process purchase & sales transactions and authorize methods of payment for good sold;  
â€¢Maintain inventory & approve contracts with vendors;  
â€¢Prepare sales reports;  
â€¢Coordinate shipping of products;  
â€¢Provide regular fee back to management on all matters

### **How to Apply**

Interested candidates please respond to [taxplanner@gmail.com](mailto:taxplanner@gmail.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

## **Building Maintenance Supervisor, Hotel Managing Supervisor & Sales Supervisor**

<b>Job ID</b>	<b>90F65CAFDE07D</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=90F65CAFDE07D">http://NewCanadianWorker.ca/viewjob?jobname=90F65CAFDE07D</a>	
<b>Company</b>	Clarion Hotel & Conference Centre	
<b>Location</b>	Pembroke, Ontario	
<b>Date Posted</b>	From: 2019-11-21	To: 2020-05-19
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### **Description**

Clarion Hotel & Conference Centre located at 900 Pembroke St E, Pembroke Ontario require the following:

- 1 Building Maintenance Supervisor who will be responsible for overseeing a range of repair, cleaning and maintenance duties to ensure that our hotel premises are safe and functional for our guests and employees.
- 1 Hotel Managing Supervisor who is motivated and self driven to ensure the smooth & efficient operations of the hotel.
- 1 Sales Supervisor for their onsite Gift Shop

Job Types: Permanent Full Time Positions;  
Overtime for all positions after 44 hours per week;  
Salary of Hotel Managing Supervisor: \$30 per hour for a minimum of 30 hours per week; Must be willing to work on weekends and during emergencies  
Salary of Building Maintenance Supervisor: \$30 per hour for a minimum of 30 hours per week; Must be willing to work on weekends and during emergencies  
Salary of Sales Supervisor: \$18 per hour. Must be available to work in shifts

### **Experience**

Experience & Education for Building Maintenance Supervisor: 2-3 years experience; Must be skilled and hardworking with outstanding problem-solving abilities, good physical agility, strong technical knowledge and an eye for detail  
Experience & Skills for Hotel Managing Supervisor:  
3-5 years industry experience  
Experience & Skills for Sales Supervisor: 1-2 years previous retail experience; Proven ability to assess client needs & establish rapport; Good knowledge of merchandising techniques, store displays and merchandise buying procedures; Ability to communicate effectively

### **Education Requirements**

Building Maintenance Supervisor: Some Secondary schooling  
Hotel Managing Supervisor: Secondary schooling; College/diploma in Hospitality will be an asset.

Sales Supervisor: Some secondary school; Knowledge of MS Office and billing terms; Strong communication and negotiation skills

### **Essential Skills**

#### **Building Maintenance Supervisor**

- â€¢Inspect hotel to ensure that all safety standards are met;
- â€¢Identify & report need for repair & maintenance work;
- â€¢Arrange for routine maintenance of rooms, lobby, kitchen & common areas;
- â€¢Maintain upkeep of all rooms & common areas by ensuring that furniture, appliances & electrical appliances and light fixtures are in working condition;
- â€¢Plan & oversee repairs and renovations;
- â€¢Supervise & oversee work performed by contractors;
- â€¢Maintain material & supply inventory;
- â€¢Solicit bids from contractors & evaluate proposals with hotel management;
- â€¢Respond to work orders in a timely manner & act fast to resolve emergency issues;
- â€¢Perform preventative maintenance repairs in accordance with hotel standards;
- â€¢Supervise maintenance teams including electricians, masons, carpenters etc;
- â€¢Organize repair projects in a manner that does not disturb the hotel guests;
- â€¢Maintain budget, expenses & activity log;
- â€¢Ensure all safety and security measures are in place in the hotel;
- â€¢Ensure that common areas and parking lots are in clean and safe condition

#### **Hotel Managing Supervisor**

- â€¢Establish staff work schedules & co-ordinate activities with all departments;
- â€¢Supervise daily shift process & ensure that staff adhere to standard operating procedures;
- â€¢Resolve work-related problems & prepare & submit reports

### **Additional Skills**

- â€¢Hire and train staff in job duties, safety procedures and company policies
- â€¢Oversee work of front desk personnel to ensure optimal level of service & hospitality to the guests;
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#### **Sales Supervisor**

- â€¢Supervise and expand the day to day operations of the gift shop to make it an independent revenue stream;
- â€¢Meet & greet customers to select gifts & other merchandise;
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/04/29

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<b>Job ID</b>	<b>8E6BAD751CEF7</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=8E6BAD751CEF7">http://NoExperienceNeeded.ca/viewjob?jobname=8E6BAD751CEF7</a>	
<b>Company</b>	Clarion Hotel & Conference Centre	
<b>Location</b>	Pembroke, Ontario	
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