



# 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: 2024/04/23

## Assistant Executive Housekeeper

<b>Job ID</b>	<b>18-4A-E2-55-95-90</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=18-4A-E2-55-95-90">https://careers.indigenous.link/viewjob?jobname=18-4A-E2-55-95-90</a>	
<b>Company</b>	Wickaninnish Inn Ltd.	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2019-10-24	To: 2020-04-21
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$39500 Per Year	
<b>Languages</b>	English	

### Description

As an Assistant Executive Housekeeper, you are a hands-on leader, running the floors and at times with the Housekeeping Manager. You are responsible for inspiring the team in their daily duties, supporting their development through quality checks and together as a team, making magical moments for our guests.

#### Main duties

- â€¢ Assist with the management of the operations of the housekeeping department
- â€¢ Plan and co-ordinate the activities of housekeeping leaders and their staff
- â€¢ Conduct inspections to ensure that departmental standards and health and safety regulations are being met
- â€¢ Select and purchase equipment and supplies, and maintain inventory
- â€¢ Arrange for maintenance and repair of equipment and machinery
- â€¢ Training, development, and supervision of housekeeping staff
- â€¢ Maintain financial records and prepare budgets, payroll and employee schedules
- â€¢ Assist with Human Resources functions

#### Employment requirements

- â€¢ Completion of secondary school is required
- â€¢ A university degree or college diploma in hospital management, hotel management or business administration is an asset
- â€¢ Extensive experience as a cleaning supervisor may substitute for formal education requirements
- â€¢ Previous housekeeping experience is required
- â€¢ Physically able to meet the demands of the position
- â€¢ Working knowledge of Maestro, Microsoft Office Suite, and File Maker Pro are assets
- â€¢ Must be able to commit 2 years to the position.

### Experience

- â€¢ Extensive experience as a cleaning supervisor may substitute for formal education requirements
- â€¢ Previous housekeeping experience is required

### Education Requirements

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### Essential Skills

Allocating and controlling resources, co-ordinating and organizing, evaluating, HR Support functions, supervising. Analyzing information, projecting outcomes, planning, teaching and training.

### How to Apply

Email your resume and cover letter to [jobs@wickinn.com](mailto:jobs@wickinn.com)

# Job Board Posting

Date Printed: 2024/04/23

## Assistant Executive Housekeeper

<b>Job ID</b>	<b>9C43D6AED3119</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=9C43D6AED3119">http://NewCanadianWorker.ca/viewjob?jobname=9C43D6AED3119</a>	
<b>Company</b>	Wickaninnish Inn Ltd.	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2019-10-24	To: 2020-04-21
<b>Job</b>	Type: Full-time	Category: Hospitality
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# Job Board Posting

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

Date Printed: 2024/04/23

## Assistant Executive Housekeeper

<b>Job ID</b>	<b>18D2F1FC861AE</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=18D2F1FC861AE">http://NoExperienceNeeded.ca/viewjob?jobname=18D2F1FC861AE</a>	
<b>Company</b>	Wickaninnish Inn Ltd.	
<b>Location</b>	Tofino, British Columbia	
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