



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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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Administrative Services Manager

Job ID	2D-7A-6D-A6-3B-F9	
Web Address	https://careers.indigenous.link/viewjob?jobname=2D-7A-6D-A6-3B-F9	
Company	Sleep Inn	
Location	Bracebridge, Ontario	
Date Posted	From: 2021-03-22	To: 2021-09-18
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$34.04 Per Hour For A Minimum Of 30 Hours Per Week	
Languages	Fluency In Spoken And Written English	

Description

Sleep Inn a busy and well establish hotel located at 510 Muskoka Rd. 118 West, Bracebridge, ON, Canada P1L 1W8 urgently requires a highly skilled administrative professional capable of providing a wide range of support services as their Administrative Services Manager.

Job Type: Permanent, full time position

Overtime applies after 44 hours per week

Experience

5 years or more

Education Requirements

College diploma or Bachelor's degree in Business administration or any related administrative services field

Essential Skills

- Plan, organize, develop & improve the administrative procedures, policies and systems and devise ways to streamline processes and provide insights to the partners and stakeholders;
- To support the Management with the implementation of the Group's strategic objectives through customer driven delivery of CRE services and continuous performance improvement in conjunction with senior management and Hotel General Managers;
- Ensuring that real estate is a key business enabler, through the delivery of innovative and forward thinking initiatives relating to the portfolio and which support the company's business needs including transition to full service expansions such as long term and short term apartments/rooms/facilities
- Actively plan and contribute to the sustainability agenda through the delivery of new building designs and other initiatives
- Responsible for the delivery of a full range of Facilities, Property and Project Management working with significant internal and external supplier partnerships
- Assist all Lines of Business and functions within the organization in carrying out effective

Department impact analysis

- Manage the administrative team and ensure compliance to all regulatory & business procedures;
- Oversee the recruitment, selection and training of hotel personnel and conduct performance reviews;
- Ensure the smooth and complete flow of information between all departments to facilitate efficient operations;
- Plan, support and promote office events, promotions, conferences, orientations and training sessions through the support of action groups ;
- Plan and manage an effective Records Management program by maintaining accurate of financial, administrative and procedural activities which can serve as an indicator for key business decisions

Additional Skills

- Plan budgets through Operating plans and manage expenses for Service contracts, Property rentals and supplies as well as manage the budgeting/cost analysis and operation costs in conjunction with the Hotel General managers of individual properties and Owners;
- Create, prepare and submit regular reports and briefs for management team evaluating administrative and financial services;
- Oversee special projects and conduct proper property maintenance and supervision to identify damages and facilitate repairs or replacements;
- Managing Third Party risk workflows including risk assessments, due diligence reviews and Key Performances
- Maintain an overview and provide insights to Senior Management of local threats, Managing Protective and travel security for the Hotel's VIP guests and assessing the implementation of protective measures to secure the Staff, Customers and Property in line with local regulations

Other

Additional skills

- Strong planning, critical thinking, problem solving, organizational and time management skills combined with high level initiative;
- Ability to manage in a diverse environment with a focus on client and customer service skills;
- Excellent interpersonal, leadership and written & verbal skills; Must be articulate and exude the "hospitality" gene;
- Ability to analyze information and develop effective solutions;
- Excellent electronic communication skills

How to Apply

To be considered for this position please email resumes to jobssleepinn@gmail.com

Job Board Posting

Date Printed: 2024/05/04

Administrative Services Manager

Job ID	944E7ACE72E57	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=944E7ACE72E57	
Company	Sleep Inn	
Location	Bracebridge, Ontario	
Date Posted	From: 2021-03-22	To: 2021-09-18
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$34.04 Per Hour For A Minimum Of 30 Hours Per Week	
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Overtime applies after 44 hours per week

Experience

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Education Requirements

College diploma or Bachelor's degree in Business administration or any related administrative services field

Essential Skills

- Plan, organize, develop & improve the administrative procedures, policies and systems and devise ways to streamline processes and provide insights to the partners and stakeholders;
- To support the Management with the implementation of the Group's strategic objectives through customer driven delivery of CRE services and continuous performance improvement in conjunction with senior management and Hotel General Managers;
- Ensuring that real estate is a key business enabler, through the delivery of innovative and forward thinking initiatives relating to the portfolio and which support the company's business needs including transition to full service expansions such as long term and short term apartments/rooms/facilities
- Actively plan and contribute to the sustainability agenda through the delivery of new building designs and other initiatives
- Responsible for the delivery of a full range of Facilities, Property and Project Management working with significant internal and external supplier partnerships
- Assist all Lines of Business and functions within the organization in carrying out effective Department impact analysis

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Job Board Posting

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

Date Printed: 2024/05/04

Administrative Services Manager

Job ID	9A6DB957CB62C	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9A6DB957CB62C	
Company	Sleep Inn	
Location	Bracebridge, Ontario	
Date Posted	From: 2021-03-22	To: 2021-09-18
Job	Type: Full-time	Category: Accommodations
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