Manager Trainee

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Professional and Managerial Group

Manager Trainee

Hospitality Services

Temporary full-time from November 30, 2018 to November 29, 2019

Hiring #: 2018-0587

Please read the Application Instructions [1] before applying

The purpose of the Management Trainee program is to develop suitable potential candidates for consideration for future regular full-time employment opportunities in Hospitality Services supervisory and management positions.

Under the supervision and direction of a Hospitality Services, Special Events and Conferences Unit Manager, the trainee will rotate through and be trained in a variety of job duties and assignments that include: Catering and Conference operations; advertising; budgeting; budget administration; office administration; scheduling; hiring; training and supervision of staff; planning and control activities and other related supervisory duties specific to the hospitality unit assigned to.

Requirements of the position include: minimum of one year post-secondary training plus some progressive experience or an equivalent combination of education and experience within the hospitality services sector. Excellent communication skills and proficiency in computer software (Word, internet and spreadsheets) are essential as is demonstrated ability to develop leadership skills and technical skills within an identified hospitality services area.

Normal Hiring Range: $45,714 - $ 51,809

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 11 19
Closing Date: 2018 11 26

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/manager-trainee

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply