Manager Trainee

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Professional and Managerial Group

Manager Trainee

Hospitality Services

Temporary full-time from June 2019 to September 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0278

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 and or conference services sector. A high level of diplomacy, tact, judgment, and the ability to multi-task while maintaining a high quality of work are necessary attributes. The successful candidate will have demonstrated: excellent interpersonal skills; strong written and oral communication skills; proficiency with computers and word processing skills; ability to work in a fast-paced environment with constant interruptions; ability to work effectively both independently and with a team; exceptional patience and enthusiasm; exceptional organizational and problem solving skills, and be attentive to detail.

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: 2019 05 08
Closing Date: 2019 05 15

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