



### **Administrative Assistant – Delta Dartmouth**

For over 40 years, The Armour Group Limited has been recognized as a leading real estate development company in Atlantic Canada. The Armour Group is proud of its history in the hospitality segment and planned future growth make these particularly exciting times.

The Armour Group is looking for an administrative assistant to join the team at their new hotel located in Dartmouth, Nova Scotia. The property is a completely renovated, full service hotel with 174 guestrooms, significant meeting and conference space, a signature bar and restaurant, state of the art fitness centre, pool with a waterslide, sauna / splash pad. The hotel aims to be the best in class and be a destination for travelers looking for comfort, modern amenities and an ethos of exceptional guest service. The hotel has recently been recognized as Classic Premium Hotel of the Year by Marriott.

Reporting to the General Manager, the administrative assistant will provide a vital support role to the hotel leadership team. The role will have the following duties and responsibilities but will not be limited to them:

- Complete all tasks assigned by the General Manager in an organized and timely manner.
- Coordinate with the front desk team and respond to guest surveys on a daily basis to maintain high response scores.
- Payroll administration duties for the sales and admin team.
- Organization of the admin office, coordinating with department leaders for purchase orders, receiving supplies, invoicing and approval.
- Review maintenance needs of office equipment.
- Ordering and maintaining office and administrative supplies.
- Liaison with central accounting team for approval of invoices in a timely manner.
- Reconciliation of brand invoices as needed by accounting.
- Record and distribute meetings mins as needed at various department meeting in a clear and timely manner.
- Cash float management.
- Create, review and maintain job ads across various distribution channels. Distribute responses to appropriate department.
- Assist department heads with completion of new hire packages.
- Critical key management- review, maintain, track and order physical keys for the hotel as required.
- Participate in hotel committees as needed.

Preference will be given to candidates who have a proven experience in an administrator role. The successful candidate is a motivated, high performing team player with excellent time management and organization skills. The candidate must possess excellent verbal and written communication skills, is able to work in a fast-paced environment with minimum supervision and is a self-starter. Proficiency with Microsoft applications is required; experience within a hotel setting would be considered an asset. The role offers a market competitive annual salary and benefits program. Candidates are requested to provide salary expectations with their cover letters.

Delta Hotels by Marriott Dartmouth  
240 Brownlow Ave  
Dartmouth, N.S. B3B 1X6  
tel 902.468.8888 fax 902.468.8765  
[Marriott.com/YHZDM](http://Marriott.com/YHZDM)

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The Armour Group values are shaped by responsible leadership, collaboration, integrity and accountability. Our employees are integral to our success and, because of this, we greatly value our team and recognize their contributions and importance. We encourage you to apply to a position with The Armour Group if you recognize similar values in yourself.

Resumes and cover letters will be accepted in confidence at [humanresources@deltadartmouth.com](mailto:humanresources@deltadartmouth.com) until September 18, 2018. We appreciate the interest of all individuals who apply, however, only those selected for an interview will be contacted.

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