



**Innovated. Strong Work Ethic. Detail-Oriented.**

**If this sounds like you, then apply to join our prestigious team at the Muir Hotel, where excellence meets elegance!**

Situated in the center of the vibrant Halifax Waterfront and at the heart of the recently developed Queen's Marque district, Muir offers elevated hospitality inspired by the spirit, culture, and natural beauty of Nova Scotia. In each of our departments, our team shares a common goal – providing an exceptional customer experience in a clean, comfortable environment. If you are passionate about a career in hospitality and want to join a team that shares this common goal, the Muir is presently seeking a **Hotel Executive Assistant**.

**What you will be doing:**

Reporting to the General Manager, the Hotel Executive Assistant will provide a vital support role to the hotel leadership team with a strong focus on the organization of administration of the hotel, coordinating with department leaders for purchase orders, receiving supplies, invoicing and approval, and supporting teams for achieving revenue and sales activity goals.

**As a Hotel Executive Assistant, you'll get to:**

- Establish and coordinate administrative policies and procedures for the executive leaders of the hotel and the various departments.
- Analyze incoming and outgoing memos and communication for the Hotel General Manager.
- Gather data, analyze, and prepare reports. Prepare and coordinate the submission of summary briefs and reports to the hotel General Manager and executive leaders, departments and stakeholders.
- Prepare agendas and make arrangements for hotel executive leaders and departmental meetings.
- Conduct research, compile data, and prepare reports for consideration and presentation by executives.
- Meet with individuals, special interest groups and others on behalf of the Hotel General Manager and executive leadership to discuss issues and assess and recommend various courses of action
- Liaise with departmental and head office officials and with other organizations and associations on behalf of the executive leaders of the hotel and the various departments.

- Other duties as assigned from time to time.

**What we're looking for:**

- Motivated, high performance team player
- Ability to work in a fast-paced environment.
- Excellent communication and customer service skills
- Organized with exemplary attention to detail.
- 2 years' experience in a professional setting supporting multiple team members, preferably in the hospitality industry.
- Advanced skills in the Microsoft Office suite are considered an asset

**Employee Benefits:**

- Access to our employee development/education reimbursement program.
- Company scholarship program for employees and family members.
- Access to our gym and fitness facilities.
- Eligible for the annual company bonus program.
- Comprehensive Extended, Health, Dental and Vision Benefits.
- Opportunity to participate in the Employer sponsored retirement savings program.
- Access to Marriott employee travel benefits.

**Your Team and working environment:**

- Fast-paced new build luxury hotel
- Located in the heart of the vibrant Halifax waterfront, minutes away from the Dartmouth ferry terminal
- A team of like-minded hospitality professionals that share a passion for service
- Back of house experience that puts employees first

**Employee Benefits:**

- Eligible for \$500 signing bonus upon completion of probationary period.
- Access to our employee development/education reimbursement program.
- Company scholarship program for employees and family members.
- Access to our gym and fitness facilities.
- Comprehensive Extended, Health, Dental and Vision Benefits.
- Opportunity to Participate in the Employer sponsored retirement savings program.
- Access to Marriott employee travel benefits.
- Access to Employee Assistance Program.

**Our commitment to Diversity & Inclusion:** We are an inclusive company, and our ambition is to attract, recruit and promote diverse talent.

**APPLY TODAY:** For more information on the opportunities at the Muir Hotel, please visit [www.muirhotel.com](http://www.muirhotel.com) or send your resume to [recruitment@armourgroup.com](mailto:recruitment@armourgroup.com)

