



Located in the absolute centre of downtown in the vibrant Halifax Waterfront, in the heart of the new 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 an **Administrative Assistant**.

Reporting to the General Manager, the Administrative 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 the ideal candidate you have experience in a professional setting supporting multiple team members, preferably in the hospitality industry. Your experience is complemented by your excellent communication and customer service skills, and exemplary attention to detail. You thrive in a fast-paced environment with minimum supervision as a self-starter. Advanced skills in the Microsoft Office suite is considered an asset, as is experience with Marriott's CI/TY sales system.

The opportunity to join the Muir as it strives to be Atlantic Canada's first Forbes 5-Star qualifying luxury hotel is an exciting one. As part of the Armour Group Limited, the Muir is part of a family business that values a commitment to excellence, high performance, accountability, integrity, and teamwork. We are looking for diligent people to join our team who share our values, work ethic and passion for building community.

If you are looking for an opportunity to showcase your talents and be part of something truly exceptional, please submit your cover letter and resume in confidence to hr@muirhotel.com.

Only those candidates with existing authorization to work in Canada will be considered.

Muir is an equal opportunity employer. While we thank all applicants only those selected for an interview will be contacted.