



Assistant General Manager Full-Time

Other
Other

Tuesday October 27, 2026

\$26 - \$30/ hour (\$55,000 to \$62,500 per year)

Company: MacKenzie Beach Resort

Website: <https://mackenziebeach.com/>

Industry: Tourism/ Hospitality

How to apply:

Email your resume and a brief overview of who you are and why you want to work with Mackenzie Beach Resort to kit@mackenziebeach.com

Attachment: [2026-10-26-MackenzieBeachResort-AGM Job posting.pdf](#)

Expiry Date:

Tuesday, November 10, 2026

Details:

ASSISTANT GENERAL MANAGER Mackenzie Beach Resort is a beachfront glamping and accommodation property in Tofino, BC, offering a distinctive mix of vintage Airstreams, Surf Bungalows, cabins, Forest Camping, and the Spartan Imperial Mansion unit. We combine laid-back coastal hospitality with genuinely memorable guest experiences, and we're looking for a hands-on leader to help run the property day to day. The Opportunity: MBR is hiring an Assistant General Manager to support the General Manager in overseeing all aspects of resort operations — guest experience, front office, housekeeping, maintenance coordination, staff supervision, and administrative operations. This is a leadership role suited to someone who thrives in a fast-paced, guest-facing environment and wants real ownership over how a property runs. What You'll Do • Act as the primary on-property leader in the General Manager's absence, with full authority to resolve operational and guest issues • Oversee daily operations across front desk, housekeeping, and grounds/maintenance to ensure smooth, consistent guest experiences • Supervise, schedule, and support front-line staff; assist with hiring, onboarding, and performance management • Handle escalated guest concerns and service recovery with sound judgment and a calm, solutions-first approach • Support budgeting, payroll administration, and expense tracking in coordination with the General Manager • Monitor and help maintain quality, safety, and brand standards across all unit types (Airstreams, Surf Bungalows, cabins, Forest Camping, Spartan Imperial Mansion) • Assist with vendor and contractor coordination for maintenance, supplies, and property upkeep • Contribute to marketing, promotions, and local partnership initiatives as needed • Step into

General Manager responsibilities during absences, vacations, or peak-season support periods

What You Bring

- 2+ years of supervisory or management experience in hospitality, resort, or short-term accommodation operations
- Strong working knowledge of front office and property management systems (Cloudbeds experience an asset)
- Demonstrated ability to lead a team, resolve conflict, and stay composed under pressure
- Comfort with hands-on, varied work — this role moves between front desk, admin, and property walk-throughs
- Availability for flexible scheduling, including weekends, holidays, and peak summer season
- Valid BC driver's licence considered an asset
- A genuine interest in the Tofino community and coastal, outdoor lifestyle

Why Join MBR

- Work in one of the most beautiful coastal settings on Vancouver Island
- A close-knit, hands-on team environment with real decision-making responsibility
- Staff accommodation
- Phone Allowance
- Medical/Dental Benefits

Salary/Wage: \$55,000- \$62,500

Qualifications & Experience:

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