

Front Office Manager

Job Title: Front Office Manager

Department: Front Office

Reports To: General Manager

Purpose:

To manage the Front Office and related Departments by developing and implementing strategies and services which meet the needs of owners, employees, and guests.

Requirements:

- Minimum 7 – 10 years of experience in Front Office
- High school diploma required, Hotel Management or Bachelor's Degree preferred
- Strong computer systems skills including reservations and reporting systems
- Strong financial insight
- Excellent communication skills, ability to influence situations
- Able to collaborate effectively with other hotel employees and managers to ensure teamwork
- Strong Microsoft Office suite and reporting system skills
- Ability to work in a flexible schedule

Expected CTC: 90K Gross per month