

Hotel Front Desk Manager



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Phone :
Web :

Job Summary

Vacancy :
Deadline : Jan 01, 1970
Published : Dec 24, 2024
Employment Status :
Experience :
Salary :
Gender :
Career Level :
Qualification :

Job Description

Staybridge Suites is hiring a Front Office Supervisor for the Staybridge Suites in Davie, Florida!
OverallResponsibilities: The Front OfficeSupervisor will be responsible for providing exceptional service to every guestwhile simultaneously maximizing hotel profitability. Furthermore, the FrontOffice Supervisor will be responsible for ensuring that all hotel operationsare performed professionally and adhere to the brand and company standards.Other responsibilities may include but are not limited to the following:
Directing and coordinating the activities of the front desk, reservations, guest service, and security
Maximizing ADR and Occupancy Motivating, coaching, and training Front Office personnel Controlling Front Office schedules and budget Maintaining a cooperative and positive work environment Performing hotel administrative functions as required *Please note that thisjob description is not an exclusive or exhaustive list of all functions that aFront Office Supervisor may be asked to perform. EOE/DFW Job Requirements: Candidates for Front Office Supervisor must have a minimum of 2 years of hotel front desk experience IHG experience strongly preferred Desire to operate a best in class hotel Proven ability to deliver exceptional guest service results as measured through guest satisfaction Ability to read, write and speak English, with excellent grammar and communication skills (written and verbal) Solid job history Job Type: Full-time Pay: \$17.50 - \$18.00 per hour Benefits: 401(k) Dental insurance Employee discount Health insurance Paid time off Vision insurance Schedule: Day shift Evening shift Holidays Morning shift Night shift Overnight shift Ability to Relocate: Davie, FL 33314: Relocate before starting work (Required) Work Location: In person

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
