



Coco Reef is seeking highly motivated, qualified and service-minded candidates for the following position:

REVENUE MANAGER/ RECEPTION MANAGER

We are seeking a hands-on hospitality professional who is reliable and outgoing with strong initiative to oversee revenue management, reservations, reception and guest services. A minimum of three years hotel experience in revenue management, reservations or front office management is required.

As revenue generation is the primary responsibility, candidates must have prior OTA experience and will be required to demonstrate their proficiency. Expedia, Orbitz and Travelocity extranet management expertise is required. Candidates with additional OTA experience and channel management experience will be preferred. Experience with Wholesalers and Tour Operators is a plus. The successful candidate will maintain the property management system (Execu/Tech) and also the booking engine (SynXis)

Additional responsibilities include, reservations, group sales, pbx, front office operations and leading and training the staff, including implementing S.O.P's. The highest level of professionalism in dealing with guests is a must. This position is the primary contact for all service requests and in ensuring that every guest has a memorable experience. Problem resolution must be handled with 100% effectiveness.

This position is responsible for hotel operations in the absence of the General Manager.

Interested and qualified persons should apply with a resume and three references to: info@cocoreef.bm or in person at our reception desk. No phone calls please. **Deadline for receipt of applications is March 20, 2012.**