



Employment Opportunities

The Elbow Beach Hotel, a 98 room cottage colony situated on 50 acres of beautifully landscaped gardens sloping down to our immaculate private beach, is seeking:

FRONT DESK MANAGER

We seek an exceptional individual prepared to join our Front Office Team with strong interpersonal, leadership and organization skills.

Duties include:

- Being responsible for the daily operation of the Front Desk and supporting departments.
- Must be guest and detail oriented whilst coordinating relevant departments to ensure arrivals are efficiently managed
- Overseeing that shift closing and the processing of various accounting transactions are completed
- Training staff to give service that is efficient and personable resulting in guest satisfaction
- Coordinating guest room assignments as well as other operational tasks with the Rooms Division Manager.

The candidate must hold the same position level in a Luxury service orientated hotel, with a minimum of three years experience. Knowledge of the HIS or Springer Miller property management systems would be an asset.

The position will require you to work Saturdays, Sundays and Public Holidays.

RECREATION MANAGER

We seek an experienced candidate who is physically fit to manage all aspects of the Recreation Department.

Responsibilities are:

- To manage the Beach, Pool, Kids Club and all guest related activities.
- To ensure the beach area and pool are kept immaculate on a daily basis,
- To develop and implement creative services and recreational facilities to enhance guest satisfaction.
- To communicate effectively with our concessionary partners on the property.
- Co-ordinate designated areas booked for functions.
- Be compliant with Bermuda Health and Safety Regulations.
- Be able to manage Department Budget and schedule to ensure staff coverage with full assignment.

A minimum of 3 years experience in a recreational role is essential. The applicant must have strong communication skills, with ability to multi-task and must have computer literacy and enjoy the outdoors.

This demanding position will require a flexible working week around the hotel occupancy and will often include weekends and Public Holidays.

Please apply with resume and references to:

**The Director of Human Resources
Elbow Beach Hotel
Human Resource Department
P.O. Box HM 455, Hamilton HM BX
E-Mail: Ebbda-hr@mohg.com**

Closing Date: April 5, 2013


**ELBOW BEACH
BERMUDA**

*Elbow Beach is an equal opportunity employer.
Elbow Beach is a drug free workplace.*