On behalf of our client

The Inverurie Executive Suites is situated next to Darrell's Wharf in Warwick Parish and comprises of 5 Executive Suites and 10 self-contained single room units catering to long and short term rentals to Bermuda's busy business executives. **We are seeking to fill the position of LIVE-IN FRONT DESK MANAGER:** This position reports directly to the Director of the Executive Suites and requires an individual who has mastered all aspects of running a boutique hotel. The Manager will ensure that the operation is producing sales and that human resources are working to a level resulting in optimum profitability and ultimate customer service. Proven ability to respond and manage customer inquiries and complaints; along with the ability to motivate staff to provide a high end level of service.

The Front Desk Manager will ensure that computer systems are running correctly, place necessary inventory orders, check deliveries and that the Hotel is appealing to our **elite clients** and the entire property is well maintained. The successful candidate must have a **minimum of (5) year's related experience in overseeing a small boutique hotel,** have the knowledge of operating our Room Master Computer System and be capable of smoothly running our front office operations. Additionally, he/she must possess proficient competent computer skills, be a mature, reliable individual with a strong work ethic. This position will require the individual to have a Professional Background in the Hospitality & Tourism field, be on call and reside on the property, as this is a 24/7 day operational Executive Suite Property. This position will require that the person have a clean valid Bermuda Driver's license. Background checks will be carried out on all short listed candidates. Only those meeting the above requirements will be interviewed. Applicants must possess a proven record of good integrity and excellent past employment references. **Applicants that hold a Certificate from Bermuda Tourism Ambassador as a Certified Tourism Ambassador will be an added plus. The Inverurie Executive Suites is a drug free workplace.** Please forward your Resume & (2) employment letters of reference & copies of your qualifications to: **HR c/o SOS Limited, P.O. Box HM 1721, Hamilton HM GX, Tel. 295-1585 Fax: 295-1495- Email: adrienne@sos.bm**
Closing date: July 20, 2018