

On behalf of our client, we are in search of a service-orientated **Assistant Manager, Hotel Operations** who possesses a minimum of 3 years of experience in a supervisory role within the hospitality industry.

Qualifications:

- University or College degree in Hospitality Management is strongly preferred
- Minimum 3 years supervisory experience in a hotel environment
- Previous experience with a Property Management system and other computer applications
- Possess outstanding sales skills, guest service skills, and leaderships skills of staff
- Professional presentation and sophisticated English communication skills – both written and verbal
- Ability to always convey a positive and professional image to staff and guests
- Availability to work weekends and public holidays

Responsibilities include but not limited to:

- Assist in daily hotel operations, especially in the absence of the Hotel Manager
- Managing all reservations received via phone, and email keeping accurate records
- Cooperate, coordinate and communicate with all other departments to ensure highest level of guest service is maintained
- Actively seek opportunities to increase revenue
- Implementation of reservations procedures to maximize conversion ratios
- Assist in the recruiting, managing, training and development of new and existing team members
- Oversee marketing initiatives through online, and social media accounts

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and at least two (2) supporting employment references to:

The Platinum Group Ltd., P.O. Box 1415, Hamilton HMTX, Bermuda,
Tel: 441 296 4090 email: careers@platinumgroup.bm

Closing date: March 15, 2019