



Coco Reef Resort is seeking highly motivated, qualified and outgoing candidates for the following position:

## **RESERVATIONS MANAGER**

We are seeking a hands-on hospitality professional who is reliable and outgoing with strong initiative to oversee our Reservations, Front Desk and Bell Services Operations. A minimum three current years in a hotel Reservations or Revenue Manager or Front Office Assistant Manager position with experience in a 4 or 5 star property is required. Responsibilities include but are not limited to: revenue management, reservations sales, front office operations and the ability to lead and coordinate the staff (including training and implementation of SOPs), maintain and organize the systems as well as provide high end guest service levels. Experience with OTA management is required. The successful candidate will have experience with managing inventory of Expedia, Orbitz and Travelocity, as well as experience with wholesalers and travel agents. This position is responsible for all hotel operations in the absence of the General Manager. Skills needed also include knowledge of computer systems and ability to handle administrative tasks required.

Interested persons should apply with a resume and two references to: [info@cocoreef.bm](mailto:info@cocoreef.bm), or drop your application off at the front desk. No phone calls please. Deadline for receipt of applications: July 5, 2011.