



## **Duty Manager**

### **Job Responsibilities:**

- In charge of the Front Office team during shifts.
- Provide directions and guidance to team members in accordance with standard operating procedures.
- Ensure smooth day-to-day operation of the Resort.
- Work closely with other departments to meet guests' requests.
- Handle and attend to guest feedback.
- Inspect Resort's premises regularly.
- Monitor room inventory to ensure maximum utilisation of accommodations.

### **Requirements:**

- A minimum of Diploma with 3 years experience in a similar/relevant fields
- Excellent verbal and written communication skills
- A team player and ability to work independently
- Willing to work shifts, weekends and Public Holidays
- Willingness to work in Sentosa
- Knowledge of the Front Office Operating System (HMS) would be an added advantage.

To apply for the above position, please send your full resume to [hr1.asrs@amarasanctuary.com](mailto:hr1.asrs@amarasanctuary.com)

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