



Assistant Hotel Manager

Job Description

Retro Suites Hotel is an exciting hospitality group that delivers unique experiences and is accessible to all. We provide service that is both innovative and personal to our guests with team members who are passionate, smart, and dedicated to our guests & brand.

We are proud to offer professional rewarding career opportunities! Be part of a fast-paced, growing, and exciting environment.

- Professional, dedicated, and team orientated
- Offering full-time hours
- Competitive Industry salary + annual bonus + Retro & Cork perks +Investment program
- Grow organically within our company
- Benefits offered after the probationary period (3 months)

Join a dynamic hospitality team that is growing and expanding its operations. We strive to recruit enthusiastic, dedicated individuals, passionate about providing exceptional service.

The Assistant Hotel Manager must be highly motivated, detail-oriented, numbers-driven, and a hands-on heart of-house professional with a welcoming personality.

JOB RESPONSIBILITIES:

- A self-motivated leader who inspires other team members to be at their best every day
- A highly organized person who is able to achieve daily and weekly goals as laid out in our score cards
- Has great attention to detail
- Exceptional guest relation skills including outstanding interpersonal and communication skills with a passion for the hospitality industry
- Someone who can think on the fly, set and manage priorities
- Assist in overseeing front desk, housekeeping, and maintenance departments
- Receives and responds to guest complaints in a timely manner

- Assist in ensuring that daily hotel inventory is managed to maximize all potential room revenue
- Sales & Groups
- Recruiting, training, and monitoring staff
- Addressing problems and troubleshooting
- Maintain effective communications between all hotel departments
- Ability to maintain the confidentiality of guest information and pertinent hotel data
- Assist in overall hotel operations

REQUIREMENTS:

- Hotel experience
- Working knowledge of Microsoft Office, Internet, and Point of Sales systems
- Working knowledge of Opera is an asset
- Previous management experience
- Flexible to meet the demands of a 24 hour operation
- Ability to demonstrate our core values:
- Attention to detail
- Do What's Right
- Team Player
- Growth Oriented
- Welcoming and kind

Salary: \$45,000.00-\$55,000.00 per year

Please email resume to tina@retrosuites.com and pete@retrosuites.com