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# Example of Assistant Front Office Manager Job Description

Our company is looking for an assistant front office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant front office manager

* Applies labour legislation • Ensures that employees are well presented (uniforms, personal hygiene etc)"
* Motivates and drives the team to attain the department's quantative targets
* Is responsive in implementing the sales priorities for the day, as initiated by the Front Office Manager
* Ensures that invoicing and cash operations procedures are respected in line with internal audit reference guidelines
* Ensures the safety of people and property in the hotel
* Actively participates in the revenue management process ensuring Rooms revenue is maximized in order to achieve financial success (RevPar and GOP)
* Manages the activities at the Front Desk
* Prepare yourself for the daily shifts by ensuring that all information is passed on between the departing manager and you
* Handle any guest problems or complaints in a professional and hospitable manner
* Ensure all department par levels are maintained, order store items when necessary , printed material, office supplies

## Qualifications for assistant front office manager

* Current GM Certificate or able to obtain essential (to obtain candidates must have an LCQ certificate & 3 months supervisory experience at a licensed premises in NZ)
* Knowledge of Opera advantageous
* Immaculate personal presentation and high level of communication - both written and verbal
* Availability to work rostered shifts
* Passion for giving an unforgettable guest experience
* Enthusiasm and commitment to deliver exceptional service