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# Example of Front Desk Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of front desk manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for front desk manager

* Assisting Clinic Administrator in setting and achieving membership and retail sales and profitability goals and partnering with franchise owner to regularly monitor progress against goals
* Establishing and monitoring staff work schedules and managing human resource functions, where assigned, including interviewing, hiring, training, performance evaluation
* As a senior manager within the department you will support both the Assistant Front Office Manager and Front Office Manager and work with other managers and associates to successfully execute all front office operations including guest arrival and departure procedures
* Front Desk daily operations and supervision of related Front Office areas
* Guest Relations - all VIP’s
* Manager on Duty Functions
* Responsible for initial planning in the conference center
* Run end-of-day reports
* Coordinate guest arrivals working with building security and registration system
* Properly greet and handle visitors to the conference center/firm, following specific instructions provided by the host

## Qualifications for front desk manager

* Ability to proofread basic documents
* Minimum of two years in Frond Desk Management, particularly related to Property Management and Vacation Rental
* Must work well with others and have a friendly disposition
* Ability to communicate both verbally and in writing with both guests and staff
* A minimum of five (5) years of experience in a 4 Diamond casino/hospitality environment in a management capacity overseeing multiple hotel operations departments or an equivalent combination of education and experience is required
* Preferred experience as a Hotel Manager of Hotel Operations, Rooms Executive, General Manager, or equivalent level