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# Example of Front Office Supervisor Job Description

Our innovative and growing company is hiring for a front office supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for front office supervisor

* Report any operational defect to the AFOM & FOM immediately
* Check the supplies inventory and refill the store as needed
* Organize the E-Log book and ensure that all points listed are properly communicated and properly understood then obtaining colleagues’ signatures on it
* Driving the shift briefings and clarify all points to the team
* Ensure all colleagues are committed to the grooming policy, front office code of ethics, health & safety regulations
* To liaise with Housekeeping and Room Service regarding VIP and all other special arrivals of the day
* To be able to roaming guests, assist them with their luggage
* To understand and follow the car parking procedures
* To be able to work shifts on a rota basis, normally 07.00 – 15.30 or 15.00 – 23.30
* Performs “hands-on” supervisory support, leadership, and training

## Qualifications for front office supervisor

* Able to work an open schedule
* College diploma or University degree and 2 years Front Office experience
* Self driven, Ambitious & Career oriented
* Ability to work on shift basis
* Ability to stand for more than 8 hours daily when needed
* Ability to work well under pressure, dealing with many arrivals and departures within a short period of time, guest issues, requests and concerns