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# Example of Hotel Assistant Manager Job Description

Our company is growing rapidly and is looking for a hotel assistant manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for hotel assistant manager

* Coordinate with external HSE consultant as required, inclusive of booking of flights, arranging accommodation and any other related activities
* Maintain adequate stocks of stationery and office supplies
* Communicate new or amended procedures to relevant departments/colleagues in a timely manner
* Ensure all documents, records, reports, publications, etc are professionally organized & maintained
* Ensure up to date list of all files is produced & maintained, including title & file identification alphanumerical code
* Provide other administrative support & assist in other section tasks as directed
* Schedule and arrange to purchase approved Capex items, budgeted items, including equipment
* Obtain quotes for the purchase of items & services with Purchasing & produce purchase requests
* Create and maintain appropriate documentation for both departments on the Document Management System (DMS)
* Create, develop and maintain Group HSE Team site on Mercury, ensure all information is correct and up to date

## Qualifications for hotel assistant manager

* To ensure that all colleagues have an annual appraisal
* To ensure that all furniture and soft furnishings have a specific cleaning programmes and that it is adhered to
* To ensure that all store rooms are kept tidy and in good order
* Able to guide, direct, and motivate subordinates
* At least 1 or more years of supervisory experience in the hospitality industry
* Supervise and assist as necessary with all operations which may include line set-up and restocking, food preparation, customer service, cleaning, expediting food orders from back of the house, dishwashing, hosting, waiting and bartending