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# Example of Hotel Assistant Manager Job Description

Our company is looking to fill the role of hotel assistant manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel assistant manager

* To study and evaluate the operation of the Housekeeping Department, and suggest improvements to the Executive Housekeeper
* To assign duties and responsibilities to subordinates and assist the housekeeping colleagues in their duties
* Have excellent service skills
* Be an exceptional Manager with a hands on approach
* Good understand of P&Ls
* Drive service and maintain standards in high volume sites
* Advising customers on wine selection
* Overseeing client bookings & reservations
* Organising the daily and weekly rotas for the Restaurant's staff
* Ability to create a great atmosphere and unforgettable dining experiences

## Qualifications for hotel assistant manager

* Minimum 3 years’ experience in Banquet, preferably in a luxury environment
* A Recognized Degree in Finance or Accounting
* Ability to train and supervise colleagues in the department
* Previous Accounting experience up to finalisation (minimum 2 years)
* To achieve Green rating forSLA deliverables
* Employee Engagement scores