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# Example of Hotel Assistant Manager Job Description

Our company 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

* To interact with individuals outside the hotel, such as supplies, contractors, and competitors
* To maintain records of all ‘rota’ cleaning work, window cleaning, carpet shampoo, drapery cleaning, mattress turning, bedspread cleaning, blanket cleaning and general suite cleaning
* To conduct inspection of corridors, service areas, pantries, staircases and public restrooms to ensure proper cleaning
* To ensure that all suites are inspected thoroughly and complete
* To handle guest complains in accordance with hotel policy, reporting all complaints to Executive Housekeeper or Assistant
* To assist the Executive Housekeeper in the administration work concerning the department and ensure affective handovers are produced
* To oversee the CUE delivery by the CUE champions each day
* To assist team leader while they deliver CUE training
* To plan monthly training schedule in coordination with Assistant Executive Housekeeper, focusing on the training needs of the department
* To conduct class room training and on the job training where necessary

## Qualifications for hotel assistant manager

* Previous experience in a 5\* hotel
* Bachelor’s Degree in Business Management, Hospitality, or related field or equivalent years of work experience required
* Requires standing and walking, with some bending, kneeling, stooping, crouching, crawling, and climbing
* Experience and thorough understanding of Front Office Operations preferred
* Opera and Reserve Knowledge required
* Must have full overnight availability