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# Example of Hotel Assistant Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of hotel assistant manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel assistant manager

* Assists with special projects from the Director of Hotel Finance and Assistant Hotel Controller
* Assists in the hiring and termination of designated employees
* Reviews and posts financial transactions reconciles balance sheet accounts at month-end
* Facilitates communication throughout the property by organizing and presiding over regularly scheduled meetings with team members within the department and with other departments as appropriate
* Must have the ability to promote positive, fair, and ethical relations with all team members, with all Wynn contractors, and in all interactions within the Host and Surrounding Communities, as an ambassador of the Wynn brand
* Manages all scheduling, and training programs of the Front Desk and Hospitality Services Agents
* Monitors employee performance and encourages improvement
* Creates and delivers daily pre-shifts and training topics
* Interacts positively with customers and takes action to resolve problems to the satisfaction of parties involved
* Handles customer complaints and participates in hotel quality forum focusing on continuous improvement

## Qualifications for hotel assistant manager

* Minimum 3 year as Assistant Restaurant Manager or Senior Supervisor
* A Bachelors’ Degree in Hospitality Management is preferred
* High School Diploma or equivalent is required and two (2) years of front office experience in a leadership role or an equivalent combination of experience of education and experience
* Proficiency in LMS and MMS or similar hotel computer systems also required
* Minimum of 1 year experience in similar role
* Prior experience in a hotel operations and/or management role preferred