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# Example of Hotel Assistant Manager Job Description

Our innovative and growing company is hiring for a hotel assistant manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel assistant manager

* Schedule the Guest Services Associates to meet the needs of the Resort
* Assist in maintaining continued training for Guest Services Associates
* Ensure the satisfaction of all guests by ensuring the timely resolution of all guest/owner issues
* Prepare daily reports as directed by Guest Services Manager
* Perform daily checks of all audits to ensure SOPs are being followed
* Provide input into the development of Guest/Owner relation programs
* Ensuring the team day to day focus is driving resolution to technical incidents
* Supporting the Senior Manager to identify gaps within the team, and introduce improvements
* Managing our suppliers ensuring they consistently deliver great service at or above contractual SLAs
* Driving improvements in customer satisfaction

## Qualifications for hotel assistant manager

* Conduct menu analysis, and demonstrate the Company product capability with support of internal Chef Team
* Ability to defend, and neutralize objections or competition thru strategic planning
* Candidate must possess at least Diploma or Bachelor's Degree in any field of studies
* Minimum three (3) to five (5) years with relevant Account Management/Field Sales experience
* Working knowledge and experience in food services, hotel or foods and beverages industry
* Excellent customer relationship building/management and selling essentials