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# Example of Rooms Controller Job Description

Our company is looking to fill the role of rooms controller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for rooms controller

* Oversees execution of Pre-Registration procedures Mon – Friday (Weekends when scheduled)
* Responsible for blocking all group and F.I.T guest reservations in the rooms PMS System
* Manages available rooms inventory in the rooms PMS system, including special requests, long stay guests, VIP’s
* Manages all late departure requests
* Blocks all one-night “holes” in available inventory
* Support Front Desk staff by participating in training efforts, assisting at the Front Desk during peak arrival periods and break times, and answering telephones
* Coordinate amenity delivery arrangements with Guest Rom Dining
* Support the Manager On Duty
* Performs the functions of a Front Desk Agent during peak arrival or departure periods
* Focus on the detailed reports for 72 hours in advance to ensure guest satisfaction is at its highest level

## Qualifications for rooms controller

* IHotelier
* Network Share Folder
* Vacation Ownership Point System
* Comp stay bookings (BOD)
* Manual Points Deductions
* Points Refund