



Example of Front Office Manager Job Description

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Our innovative and growing company is looking for a front office 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 front office manager

- To generate positive financial gains
- Knowledge of all current and updated information pertaining to department
- Ensure all needed reports are run
- Block/assign applicable arrivals for the following day
- Complete check-out with balance report
- Attend meetings as assigned by Director of Rooms
- Maximize rooms revenue through participating in yield management meetings and implementing agreed upon Revenue Management strategies and practices
- Successful implementation of the Manager on Duty program in conjunction with the Front Office Manager and Director of Rooms
- Supervising the training of all Front Office employees and motivate them to perform their jobs effectively
- Ensuring that the Front Office is in compliance with all systems, control policies and procedures

Qualifications for front office manager

- Ensure that associates are aware of standards for Guest Privacy and that it is being maintained
- Ensure participation in interdepartmental activities
- Preparing team members' performance reviews
- Assist with the recruitment and associate selection process

