



# Example of Hotel Assistant Manager Job Description

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Our company is looking to fill the role of hotel assistant manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel assistant manager

- To study and evaluate the operation of the Housekeeping Department, and suggest improvements to the Executive Housekeeper
- To assign duties and responsibilities to subordinates and assist the housekeeping colleagues in their duties
- Have excellent service skills
- Be an exceptional Manager with a hands on approach
- Good understand of P&Ls
- Drive service and maintain standards in high volume sites
- Advising customers on wine selection
- Overseeing client bookings & reservations
- Organising the daily and weekly rotas for the Restaurant's staff
- Ability to create a great atmosphere and unforgettable dining experiences

## Qualifications for hotel assistant manager

- Minimum 3 years' experience in Banquet, preferably in a luxury environment
- A Recognized Degree in Finance or Accounting
- Ability to train and supervise colleagues in the department
- Previous Accounting experience up to finalisation (minimum 2 years)
- To achieve Green rating for SLA deliverables
- Employee Engagement scores