



Example of Office Leader Job Description

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Our growing company is hiring for an office leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office leader

- Take part in the technical training of new staff and trainees within the department
- Take part in departmental meetings, internal training sessions
- Any other duty reasonably connected with the position and business necessity
- To manage a team of Guest Service Officers
- To provide a seamless check in and check out process
- To provide training and development for new associates
- To handle guest complaints in a timely manner
- Communicate with Nuclear BU queries regarding lead-time, specials
- Will be responsible for meeting with Division Head and Director of Human Resources each month completing a monthly feedback report for the corporate office
- Other contracts include participating performing selected job functions in the Reservations Department, such as understanding various information tools, priorities, forecast information and the Select Guest program

Qualifications for office leader

- Minimum 2 years work experience in front office operations in a similar property
- Preferably a relevant degree in Business or Hospitality
- Relevant experience in the same or similar role within a 5 star hotel

- Ability to work well under pressure and able to deal with important guests movement
- Demonstrated experience in execution of owner-driven BIM guidelines, the creation and deployment of Project Execution Plans (PxP)