

WE ARE HIRING!

FRONT OFFICE MANAGER



POSITION SUMMARY:

THE FRONT OFFICE MANAGER IS RESPONSIBLE FOR DIRECTING AND COORDINATING THE DAILY ACTIVITIES OF THE FRONT DESK, CDS/PBX SERVICES AND BELL SERVICES IN ORDER TO MEET THE HOSPITALITY NEEDS OF THE RE-SORT. SET THE EXAMPLE FOR EVERY ASSOCIATE. HE/SHE IS RESPONSIBLE FOR THE FINANCIAL AND NON-FINANCIAL PERFORMANCE OF THE FRONT OFFICE. PERFORM OTHER DUTIES AS REQUIRED. FOLLOW ALL SAFETY INSTRUCTIONS AND RULES, INCLUDING EMERGENCY PROCEDURES. THE POSITION REQUIRES WORKING A VARIED SCHEDULE THAT INCLUDES EVENINGS, NIGHTS AND WEEKENDS.

KNOWLEDGE/SKILLS/ABILITIES

- MUST BE FLEXIBLE, HELPFUL, PROFESSIONAL, PUNCTUAL
- WRITTEN AND VERBAL COMMUNICATION SKILLS
- MUST HAVE THE ABILITY TO COORDINATE, ORGANIZE, COMMUNICATE AND MOTIVATE OTHERS.
- MUST HAVE COMPUTER KNOWLEDGE (EXCEL, WORD, TSW, AS400)
- MUST BE FLUENT IN ENGLISH AND SPANISH. BASIC KNOWLEDGE OF OTHER FOREIGN LANGUAGES IS PREFERRED.

EDUCATION & EXPERIENCE

- BACHELOR DEGREE IN HOSPITALITY MANAGEMENT OR EQUIVALENT.
- MUST HAVE A MINIMUM OF 4 YEARS EXPERIENCE IN A LEADING OR MANAGERIAL POSITION (PREFERABLE FRONT OFFICE)

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AND SUBMIT YOUR APPLICATION OR
PASS BY OUR HR DEPARTMENT**