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, PMS/PBX services and bell services in order to meet the hospitality needs of the resort. 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, AS/400).
• 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).

VISIT OUR WEBSITE: WWW.LACABANA.COM/JOBS AND SUBMIT YOUR APPLICATION OR PASS BY OUR HR DEPARTMENT.