



HOTEL DE FRANCE

— Jersey, Channel Islands —

Front Office Manager

We will only consider candidates who are legally permitted to live and work in Jersey.

The Hotel de France is looking for an experienced, friendly, enthusiastic and professional individual to join our Front Office team.

The ideal candidate will be keen to take on new challenges and committed to providing a courteous and professional service to our guests.

Reporting to the General Manager, duties will include managing, training and co-ordinating Front Office staff to provide an effective and helpful service to guests & colleagues. Duties will also involve daily administration, establishing good guest relations and hotel Duty Management.

Responsibilities include departmental Health & Safety, Fire Safety & Security of the building and grounds. Assisting in the monitoring and review of Fire Safety procedures for the hotel and ensuring the training and assessment of all staff within the business

Candidates should have an excellent level of English, communication skills and the ability to lead and motivate staff.

Qualifications

Qualification in Hospitality and/or Tourism desirable.

Experience

One to two years experience in a similar role within a large 4/5 star establishment is essential and knowledge of Opera or similar Front Office system is crucial.

Skills

1. An excellent level of spoken and written English
2. A good level of spoken French and / or German is desirable
3. Knowledge of Microsoft Office, especially Word and Excel
4. Excellent communication and customer service skills
5. Ability to train others
6. Ability to work under pressure and excellent time management
7. Self motivated and good presentation
8. Good interpersonal manners and works well in a team
9. Adaptable, flexible and ready to learn

Salary

A competitive salary is offered.

Email your detailed CV and cover letter to tq@defrance.co.uk .

For more information about the Hotel de France please visit our website www.defrance.co.uk .

Please note: Unfortunately, due to the large response of applicants, Hotel de France will only contact those candidates who will be invited an interview. Should you not hear from the Hotel de France within 21 days, your application has been unsuccessful and we shall not be pursuing your application any further.

Thank you for your interest in the Hotel de France.