



*Hospitality Management*

## **JOB POSTING**

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We are currently hiring for the position of:

### **Front Office Manager** at Jefferson Street Inn

Jefferson Street Inn is seeking a Front Office Manager to oversee the guest experiences for its guests!

The responsibilities of this position will include but are not limited to the following:

- Ability to work as a Guest Service Agent, Shuttle Driver and Night Audit positions
- Ability to train staff in both technical skills as well as guest service skills
- Ability to multi-task with efficiency and a positive attitude
- Ability to problem solve and create conflict resolution
- Efficient scheduling to ensure a positive guest experience and maximum profitability
- Management and continuous enhancement of the guest experience through staff interaction
- Computer proficiency and the ability to learn and teach proficiency in our Property Management System.
- Strong interdepartmental communication
- Efficient inventory control
- Engage in promotions and social media to enhance the experience and drive revenues.
- Revenue management through rate control and use of rate management tools.
- Provide genuine hospitality to all guests, employees and vendors.

You must initiate action, be a strong communicator, computer proficient, and show great care for the guest experience. The qualified candidate must excel at problem solving, leadership, teamwork as well as project and time management skills. The ability to work under pressure is a must. Exceptional organizational and communication skills are also necessary.

This position is full-time management and will require weekend and holiday hours. As such, flexibility is a must. If interested, please provide your resume.