

Rooms Division Manager

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Company: Domes Resorts & Reserves

Location: Greece

Category: other-general

Domes Resorts are now hiring for **Rooms Division Manager**

We are looking for a highly energetic, results driven and experienced **Rooms Division Manager** to join our hospitality group, which is focused on offering a luxurious experience for our guests.

Key Responsibilities

Manage front office, housekeeping, guest relations departments and back of the house departments.

Conduct spot checking of rooms to ensure standards are constantly met.

Ensure control of expenditures as well as budgets set.

Ensure timely, efficient & professional welcome and check-in is provided by all front office colleagues.

Oversee the maintenance and configuration of the Opera system.

Monitor level of customer service (i.e. by analyzing the Guest Satisfaction Reports).

Work in partnership with Guest Services, Reservations, Sales & Housekeeping to ensure guests' needs are exceeded regarding room requirements.

Ensure all employees adhere to company 5* grooming standards.

Lead by example, empowering effective team working relationships.

Requirements

Technical Skills

High School diploma, general education degree or international equivalent required.

College degree preferred.

Proven work experience as Rooms Division in supervisory/management capacity in a luxury property required. Previous guest service and general computer experience preferred.

Property Management Software experience preferred.

Language Skills: Excellent knowledge of the English language is mandatory as well as the ability to speak, read and write clearly. Must be able to listen to, read and/or write instructions, memos, short correspondences and messages. Second language preferred.

Expertise in Opera

Personality Competencies

Excellent communication and people skills.

Good organizational and multitasking abilities.

Successfully manage stress, anxiety, and pressure associated with tight deadlines, heavy workload, and hotel emergency situations.

Detail Orientation

A team player with a positive can-do attitude and a hands-on, results-driven approach

Must be able to manage multiple priorities in a fast-paced environment.

Benefits

Competitive Remuneration Package

Indefinite Contract

Continuous Training & Development opportunities

Friendly and hybrid Workenvironment

All applications will be treated with absolute confidentiality. Only qualified candidates will be contacted.

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