



OLD LION
APARTMENTS
NORTH ADELAIDE



MINIMA
HOTEL
NORTH ADELAIDE



TYNTE STREET
APARTMENTS
NORTH ADELAIDE



POSITION VACANT

DUTY MANAGER

The **Duty Manager** role is pivotal in supporting the Front Office Manager in driving the operations, efficiency and forward planning for the Department. You will contribute to the performance of day to day processes through influencing and supporting all Front Office Team members. You will assist in leading and developing the team in customer service with a very hands-on approach. This diverse role will see you facilitate, support and be developed in areas such as;

- Account Management- debtors, commissions, group accounts
- Recruitment
- Employee Development/ Management
- Yield Strategy
- Rostering
- Customer feedback response

You will:

- Be enthusiastic for the industry, the role and customer service.
- Be a strong motivator, coach and mentor.
- Possess an outstanding level of customer service.
- Have strong influential leadership qualities.

We Offer

- A passionate team environment.
- Great company benefits and opportunities.
- Training, support and development.
- A competitive remuneration package.
- Locally owned Award-winning properties.

If this sounds like the opportunity for you, please visit our website www.majestichotels.com.au and download the position description.

Applications to: *(must include covering letter & resume)*

Ellie Keany – Front Office Manager

Majestic Old Lion & Tynte St Apartments / Majestic Minima Hotel
North Adelaide SA

E: employment@majestichotels.com.au

Applications close: 13 December 2019

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application we encourage you to advise your manager.