



JOB POSTING

Position: Guest Services Manager– Hampton Inn

Reports to: General Manager

Primary Responsibilities:

- Ensure Company Mission met – To Serve...
- Oversee entire Front Desk, Breakfast and Event Space operations (work shifts as needed)
- Maintain highest guest satisfaction scores
- Strong focus on Revenue Management
- Develop entire TEAM to ensure standards and service are above standards
- Work closely with management team to ensure goals, budget, and initiatives are met in a timely fashion.

Job skills required:

- Communication with Management team and employees clearly and confidently
- Proficient in Microsoft Office, Outlook, Google
- Teambuilding skills
- Flexible and adaptable to change and schedules (Weekends, mornings, evenings)
- Able to motivate to achieve results i.e. Budget, Targeted Goals, Guest Service Score, Brand Standards, QA
- Excellent organizational skills
- Previous Management experience preferred
- Hunger to learn, grow and develop
- Loves to have FUN!

Benefits:

- Bonus program (monthly, quarterly, and yearly)
- Great TEAM Environment
- 401K
- Vacation

Deadline: April 27, 2018

Applicants need to email a resume to Trevor Garcille at the Hampton Inn, St. Robert MO by the posting deadline above. Please include a brief explanation of why you would be the perfect fit for the Hampton Inn. trevor@fortwoodhotels.com

Outside candidates will be considered for this position.