



# F:10 FRONT OFFICE MANAGER

Pivot Hotel - Montecasino

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

### Our successful Hotel Front Office / Guest Services Managers ...

- accurately and efficiently fulfil all **administrative requirements** of the Front Office
- implement **human resource** policies and legislative requirements
- develop & implement **action plans** ensuring the **optimal functioning** of all the Front Office operational / functional areas
- manage **guest comments** and **requests** promptly and conduct thorough **service handovers**
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Matric (NQF 4) or equivalent; hotel school diploma or equivalent; good numeracy, verbal and written English skills (NQF 4); at least two years' experience in a managerial role in a Front of House environment.

**CLOSING DATE: 18 December 2024**

**To apply**, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, email; [Hotel.VacanciesMTC@tsogosun.com](mailto:Hotel.VacanciesMTC@tsogosun.com)

**Only Successful Applicant will be contacted**

# TSOGO SUN CASINOS . HOTELS

**ENTERTAIN. IT'S WHAT WE DO.**

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

