



GILLIGAN BLACK RECRUITMENT LIMITED



#JOB-2356094



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00-45000.00 Euro Annually



19/09/2024



17/10/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : emma.mcgettigan@gilliganblack.ie



Open your camera app & point here to view this ad online



Reservations and Revenue Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Reservations and Revenue Manager

Salary 40k to 45k

On site - Location South Dublin

Requirements:

Ensure group, leisure, and corporate bookings run efficiently and effectively and carry out reservations when required.

Manage rostering and annual leave requests of the team.

Ensure rosters adequately staff the office.

Maintain high standards and level of performance within the team.

Ensure the team are trained and up to speed with processes.

Assist when and where required.

Review, revise, and communicate (where necessary) processes and procedures.

Ensure the team is clear about what needs to be done.

Align processes and procedures with best practices.

Ensure very few errors are made.

Resolve escalated queries.

Ensure queries are dealt with professionally and courteously.

Identify growth opportunities and develop the business.

Co-operate with management to impose the OH&S legislation.

Promptly report hazards, incidents.

Comply with all relevant legislation and Green policy.

Effectively and efficiently manage and maximise bookings for groups.

Provide cost effective quotes to convert to bookings.

Monitor group check-outs and generate invoicing.

Book and manage conferences and events when necessary.

Communicate key changes to bookings in a timely manner.

Ensure one-on-one follow-up with Bar, Restaurant, Reception, and Kitchen Duty Managers so that all departments understand requirements.

Are you a dedicated professional with a passion for hospitality, strong team management skills, and leadership qualities? Do you have at least 5 years experience in a hotel with a track record in the duties above? If so, this role is perfect for you.

- **Sector:** accommodation and food service activities

Career Level

- Managerial