



GILLIGAN BLACK RECRUITMENT LIMITED



#JOB-2358046



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00-45000.00 Euro Annually



02/10/2024



30/10/2024

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



Assistant Hotel Revenue and Reservations 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

Assistant Hotel Revenue and Reservations Manager

Location- South Dublin

Salary - €40,000- €45,000

A prestigious, South Dublin Hotel are looking for an experienced and enthusiastic Assistant Revenue and Reservations Manager to join their team. If you are passionate about hospitality, enjoy managing group bookings and have an eye for new revenue opportunities we invite you to apply today!

Job role

Manage all aspects of the hotel's reservation system, ensuring smooth and efficient booking processes.

Design and update packages, rates, and promotional offers based on market trends and business goals.

Handle website inquiries, emails, and phone calls for both individual and group bookings, ensuring timely and professional responses.

Prepare and present reports on bookings, revenue, sales, and marketing performance to hotel senior management in weekly meetings.

Maintain open communication with the main reception team, ensuring they are informed of all upcoming reservations.

Collaborate with other hotel departments to ensure smooth coordination and guest satisfaction for all reservations.

Lead and manage the reservation team, overseeing their development, scheduling, and handling of annual leave and absences.

Input and analyse data, generating reports on sales, revenue, and occupancy trends.

Requirements

Minimum 5 year's experience in a hotel setting

At least 2 year's experience in reservations

Proven track record of managing and leading a team

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

Career Level

- Managerial