



Company Details Confidential



#JOB-2386708



Bunbeg, Bunbeg, Co. Donegal, F92 KHX9



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



07/04/2025



05/05/2025

How to apply

Application Method :

Not available



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online



Accommodation Manager - No Experience Required

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

We are seeking a friendly, reliable, and organized Guest Lodging Accommodation Manager to oversee the daily operations of our guest lodging facility. The ideal candidate will ensure smooth and efficient guest experiences from booking to checkout, while maintaining high standards of hospitality and property upkeep. Training will be provided.

Key Responsibilities:

Booking Management: Handle all guest reservations and manage booking systems efficiently.

Check-In/Check-Out: Greet guests upon arrival, manage the check-in/check-out process, and ensure a seamless experience.

Customer Service: Respond to guest inquiries, concerns, and complaints professionally and promptly to ensure guest satisfaction.

Property Maintenance: Oversee the general upkeep and cleanliness of guest rooms and communal areas, liaising with housekeeping and maintenance teams when necessary.

Record Keeping: Maintain accurate guest records, occupancy data, and reports as required.

Team Coordination: Collaborate with housekeeping, maintenance, and other staff to ensure smooth operations and guest satisfaction.

Requirements:

Fair spoken and written English.

A positive, can-do attitude and approachable personality.

Strong interpersonal and customer service skills.


Ability to remain calm and professional under pressure.

Presentable appearance and courteous demeanor.

Prior experience in hospitality, guest services, or a similar role is preferred but not essential.

Basic computer literacy and familiarity with booking systems is an advantage.

Working Conditions:

May include weekend, evening, or holiday shifts. 

On-site presence is required during guest check-ins/check-outs and peak hours. 

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

(Desirable)

- **Ability Skills:** Customer Service, Hospitality
- **Competency Skills:** Initiative, Working on own Initiative