



Hodson Bay Hotel



#JOB-2394697



HODSON BAY HOTEL, Hodson Bay, Athlone,  
Co. Roscommon, N37 XR82



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



26/06/2025



24/07/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.hodsonbaygroup.com/job/front-office-manager/>



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



## Front Office 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

The Hodson Bay Hotel is part of the Hodson Bay Group, and we are delighted to be part of the Failte Ireland Employer Excellence Programme.

Hodson Bay Group was recently certified as A Great Place to Work. In 2025, The Hodson Bay Group has been ranked 12th Best Super Large Workplace and one of the Best Workplaces for Women 2025.

With over 700 employees from over 50 countries worldwide, Hodson Bay Group is committed to creating a positive working environment where our people feel they are a valued part of a team delivering excellent service to our guests.

Reporting to the Deputy General Manager, you will lead and support a great team to ensure our guests receive a warm and efficient welcome for every stay.

Responsibilities will include:

Manage the planning & operation of the Front Desk.

Preparation, implementation and training of SOP's and Standards.

Ensuring arrival & departure procedures are followed to ensure a positive guest experience.

Ensure that reservations calls are dealt with in an efficient manner, delivering a high level of guest care.

Attend meetings such as Morning stand up and weekly Head of Department meeting.

Ensure a high level of customer service is achieved in the department.

Overseeing the allocation of rooms and liaising with Accommodation to ensure timely availability.

Upsell and promote hotel amenities.

Promote the Hotel, it's outlets and local activities to all guests.

Ensure filing & administration in the department is in order.

Recruitment & training of new team members.

Qualifications / Experience required to do the job:

Previous experience as Front Office Manager/Assistant Manager is essential.

Working knowledge of Front Office Systems, preferably Opera is essential.

Excellent written and spoken levels of English.

Previous experience in a similar sized property.

Excellent interpersonal skills.

Excellent organisational and communication skills.

Why work with us?

We have been certified as a Great Place to Work®

Achieved 'Excellent Employer' (Silver) Award as part of the Failte Ireland Employer Excellence Programme

Complimentary use of Hodson Bay Hotel's Gym & Swimming Pool

Career Development Opportunities

Meals provided while on Duty

Free Parking

Hotel Discounts across the Hodson Bay Group

Motivational Benefits - Employee of the Month etc

Health & Wellness Programme

Subsidized staff taxi service - Athlone Town

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

### **Career Level**

- Managerial

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 2

- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)  
(Desirable)
- **Ability Skills:** Administration, Computer Literacy, Hospitality, Interpersonal Skills
- **Competency Skills:** Decision Making, Flexibility, Leadership, Teamwork