



CLÍSTE CONSULTANTS LIMITED



#JOB-2395560



THE GATEWAY HOTEL, Inner Relief Road,  
Dundalk, Co. Louth, A91 EF88



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



10/06/2025



08/07/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [a.claro@clistehospitality.ie](mailto:a.claro@clistehospitality.ie)



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



## Assistant 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

Job Title: Assistant Front Office Manager

Employer: The Gateway Hotel Dundalk

Location: Inner Relief Road, Dundalk, Co. Louth, A91 W6C7, Ireland

Minimum Annual Remuneration: €34,000

Hours of Work: 39 hours per week, typically including weekends and evenings as per a rotating roster.

### Job Description:

The Gateway Hotel Dundalk is seeking a highly motivated and experienced Assistant Front Office Manager to join our dynamic team. This is an excellent opportunity for a dedicated hospitality professional looking to advance their career in a vibrant hotel environment.

The Assistant Front Office Manager will support the Front Office Manager in overseeing all aspects of the front desk operations, ensuring exceptional guest satisfaction and efficient service delivery.

### Key Responsibilities:

Assist in the daily management and supervision of the front office team, including receptionists, night auditors, and porters.

Train, mentor, and motivate front office staff to deliver outstanding customer service.

Handle guest inquiries, requests, and complaints promptly and professionally, resolving issues to the guest's satisfaction.

Oversee check-in and check-out procedures, ensuring accuracy and efficiency.

Manage room inventory and reservations, optimizing occupancy and revenue.

Process payments and maintain accurate billing records.

Implement and enforce hotel policies and procedures.

Monitor and manage front office supplies and equipment.

Collaborate with other hotel departments to ensure seamless guest experiences.

Assist with budgeting and financial reporting for the front office.

Act as a duty manager when required, ensuring the smooth operation of the hotel.

Maintain a high standard of cleanliness and organization in the front office area.

Contribute to a positive and productive work environment.

Requirements:

Minimum of 2 years of experience in a front office role within a hotel, with at least 1 year in a supervisory or assistant management capacity.

Proven ability to lead, motivate, and develop a team.

Strong customer service skills with a genuine passion for hospitality.

Excellent communication, interpersonal, and problem-solving abilities.

Proficiency in hotel management software (e.g., Opera, Fidelio) and Microsoft Office Suite.

Ability to work effectively under pressure and manage multiple tasks simultaneously.

Flexibility to work various shifts, including evenings, weekends, and holidays.

A positive attitude and a strong work ethic.

Application Process:

To apply for this position, please submit your CV and a cover letter outlining your relevant experience and suitability for the role to [a.claro@clistehospitality.ie](mailto:a.claro@clistehospitality.ie)

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

### Career Level

- Experienced [Non-Managerial]