



Sheraton Athlone Hotel



#JOB-2410884



SHERATON ATHLONE HOTEL, Gleeson

Street, Athlone, Co. Westmeath, N37 D953



No of positions : 1



Paid Position



39 hours per week



15.00-16.50 Euro Hourly



05/09/2025



03/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://api.occupop.com/shared/job/assistant-front-office-manager-643cd/JobsIreland>



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

Are you a passionate hospitality professional seeking your next step with a world-class brand? The Sheraton Athlone Hotel, a proud member of the internationally renowned Marriott family, invites you to apply for the position of Assistant Front Office Manager. This is a unique opportunity to advance your career in a dynamic, people-focused environment where excellence and guest satisfaction are at the heart of everything we do.

As part of the Hodson Bay Group—certified as a Great Place To Work—we value our diverse community of professionals and are committed to fostering an exceptional workplace culture. With access to Marriott's vast global network, the Sheraton Athlone Hotel blends international standards with the warmth of Irish hospitality.

Reporting to the Front Office Manager, you will:

Support in leading and inspiring the Front Office team to deliver a warm, efficient welcome and memorable guest experience.

Anticipate guests' needs to provide outstanding service and maximise guest satisfaction.

Ensure arrival and departure procedures are executed to the highest standard.

Manage reservation calls efficiently, delivering premium guest care at every opportunity.

Assist in the day-to-day running and ongoing development of the Reception Team, promoting effective and efficient systems.

Oversee room allocation and coordinate with Accommodation for timely availability.

Implement and uphold Marriott brand initiatives and compliance with all relevant SOPs and standards.

Promote the hotel's amenities, outlets, and local activities to all guests while upselling where appropriate.

Maintain accurate filing and administration within the Front Office department.

Lead by example in delivering exceptional customer service and utilising every interaction as an opportunity to enhance bookings.

Contribute to Head of Department meetings and daily operational briefings.

Requirements:

A minimum of 1 year's experience as an Assistant Front Office Manager or at 2 years at supervisor level in a busy hotel environment.

Strong familiarity with Front Office systems—Opera Cloud experience highly desired.

Good command of the English language - written and spoken.

A proven background in leading or supporting a team, with a focus on training and development.

Strong interpersonal and communication skills, with a natural ability to build rapport.

Impeccable organisational and administrative abilities.

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

Career Level

- Managerial

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Hospitality, Interpersonal Skills
- **Competency Skills:** Flexibility, Management, Teamwork
- **Specialising In:** opera
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres