



Stokeville Limited



#JOB-2432340



THE ADDRESS, Sligo City Hotel, Quay Street,
Sligo, Co. Sligo, F91 V08N



No of positions : 1



Paid Position



40 hours per week



34881.00-36605.00 Euro Annually



03/02/2026



03/03/2026

How to apply

Application Method :

Not available



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



Duty 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

Responsible for: To ensure the efficient operation of the hotel and all departments on a day to day basis and ensuring delivery in the highest standard of customer service. The duty manager is required to be capable of handling any situation in a professional manner in a fast-paced environment and lead the team efficiently.

- To arrive at work at the appropriate time in the correct uniform and in line with company grooming policy and standards.
- On arrival to duty liaise with manager on prior shift and also at the end of shift conduct handover to the manger following on duty.
- To liaise with the General Manager on the day-to-day running of the hotel.
- To offer help and support and supervision skills to each department, F&B, reception, accommodation etc applying a proactive approach.
- Communicate the hotel's services to guests, such as opening hours of the Bar and Restaurant, offering internet access, assistance with luggage etc. during check in and throughout our guests stay.
- As required you will carry out shifts within hotel departments.
- To assume responsibility in conjunction with relevant heads of department for your assigned duties. Within this capacity you must ensure the smooth running of all departments to the highest standards of customer care with on-going training to be implemented.
- In conjunction with management colleagues monitor the staffing of department ensuring adequate levels are met in line with budgets and service standards.
- To assist in weekly stock counts in the following department's laundry, alcohol, food, cutlery/crockery as assigned by General Manager.
- To deal on a shift basis with customer complaints in a professional and courteous manner.
- To attend meetings and training sessions as required.
- To comply with company regulations regarding, fire, health and safety, hygiene and security.

Including routine fire walks and security checks in accordance with company policy.

- Ensure all cash handling procedures are adhered to.
 - Occasionally, may be required to carry out duties in other areas of the hotel. Please comply with any reasonable request made by management.
 - To ensure HACCP & systems in place are completed on your shift.
 - Ensure all company procedures and policies are complied with.
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- **Sector:** accommodation and food service activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 9 (incl Post Graduate & Diploma & Master Degree)

(Desirable)

- **Ability Skills:** Communications, Customer Service, Hospitality, Interpersonal Skills
- **Competency Skills:** Leadership, Management, Problem Solving, Teamwork