



Sheraton Athlone Hotel



#JOB-2441382



SHERATON ATHLONE HOTEL, Gleeson Street, Athlone, Co. Westmeath, N37 D953



No of positions : 1



Paid Position



39 hours per week



42000.00-47000.00 Euro Annually



07/04/2026



05/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://api.occupop.com/shared/job/front-office-manager-c5145/JobsIreland>



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

Are you an accomplished hospitality professional with a background in 4 or 5 star classification hotels? If so, we have an exceptional opportunity for you to lead our Front Office team as Front Office Manager at the Sheraton Athlone Hotel.

As Front Office Manager at the Sheraton Athlone Hotel, you will report directly to the General Manager and serve as the driving force behind our guest-facing operations.

Creating a positive work environment where team members can grow, feel cared for and enjoy their work, is an essential part of this leadership role. In this pivotal leadership role, you will inspire and guide a dedicated Front Office team to deliver exceptional, memorable experiences that embody the warmth and professionalism synonymous with the Sheraton and Marriott brands.

You will oversee all aspects of Front Desk operations, from guest arrival through departure, ensuring every touchpoint reflects our commitment to service excellence. Your responsibilities will include strategic planning, operational oversight, and continuous team development, all while maintaining the highest standards of efficiency and brand compliance.

Your Key Responsibilities:

Lead, mentor, and develop the Front Desk team through effective coaching, training, and performance management

Plan and execute daily Front Office operations in full alignment with Marriott SOPs and Sheraton brand standards

Drive implementation of Marriott Bonvoy initiatives and service innovations within your department

Optimize guest satisfaction scores through refined arrival, departure, and reservation management procedures

Proactively enhance revenue through strategic promotion of hotel facilities, local attractions, and targeted upselling

Partner closely with Housekeeping to ensure seamless room readiness, allocation, and turnover

Participate actively in Head of Department meetings and daily operational briefings, contributing strategic insights

Oversee end-to-end recruitment, onboarding, and continuous professional development of team members

We are seeking an accomplished hospitality professional who combines operational expertise with genuine passion for guest service and team leadership. The ideal candidate will bring:

Essential Experience:

Minimum 2 years at Front Office Manager level within a comparable hotel property

Proven track record of leading teams and driving measurable improvements in guest satisfaction

Technical Competencies:

Advanced proficiency in Front Office Systems, with Opera PMS experience highly preferred

Strong working knowledge of reservations platforms, channel management, and revenue optimization principles

Competency in Microsoft Office Suite and hotel operational reporting tools

Core Skills:

Exceptional verbal and written communication skills in English

Outstanding organizational abilities with keen attention to detail

Strong interpersonal skills

Flexibility to work varied shifts including evenings, weekends, and holidays as needed

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

Career Level

- Managerial