



Sheraton Athlone Hotel



#JOB-2441383



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



No of positions : 1



Paid Position



39 hours per week



15.00-15.50 Euro Hourly



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-supervisor-51a70/JobsIreland>



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



## Front Office Supervisor

### 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

We are seeking a passionate and dynamic Front Office Supervisor to join our team. This role is essential to ensuring that our guests receive a first-class service experience, making their stay at Sheraton Hotel, part of the Hodson Bay Group, unforgettable. If you are someone who thrives in a fast-paced environment, has a can-do attitude, and a commitment to delivering exceptional guest service, we want to hear from you!

#### Key Responsibilities:

**Guest Relations:** Deliver a superior guest service experience that aligns with our 4-star quality standards.

**Team Leadership:** Lead and train your team to excel in customer service and achieve sales targets.

**Operational Efficiency:** Oversee the day-to-day operations of the Front Office, ensuring procedures and standards are met.

**Sales Maximization:** Actively participate in reaching monthly sales targets across all reception areas.

**Training & Development:** Coordinate training manuals and sessions for front office staff to ensure a uniform level of excellence.

**Inventory Management:** Responsible for maintaining adequate stock of printed matter and stationery.

**Health & Safety:** Ensure a safe working environment by adhering to hotel's Health, Safety and Fire Procedures.

#### Qualifications Required:

Previous experience in a similar role within the hotel industry.

Excellent spoken and written English.

Strong teamwork skills.

Proven planning and organizational abilities.

Basic IT skills.

Ability to work independently without direct supervision.

Flexibility and adaptability to change.

Note: A relevant third-level qualification is desirable but not mandatory.

What We Offer:

Complimentary access to our state-of-the-art Sheraton Fitness Leisure Centre & Swimming Pool.

Meals while on duty.

Free parking when on roster.

Employee recognition programs, because you are our star!

Discounts at over 9,700 Marriott International Properties across 144 countries.

An active Sports & Social Club for networking and team-building.

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

**Career Level**

- Experienced [Non-Managerial]