



Talbot Hotel Stillorgan



#JOB-2455725



Talbot Hotel Stillorgan, Stillorgan Road,
Blackrock, Co. Dublin, A94 V6K5



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



02/07/2026



30/07/2026

How to apply

Application Method :

Not available



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



Hotel Manager (Night)

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 Duties & Responsibilities:

Overseeing total hotel operations during your shift to ensure smooth, continuous, and high-quality service, ensuring that the department is rostered appropriately and that all employees carry out the duties assigned to them

Managing the front-of-house guest check-in and check-out processes, ensuring a seamless welcome and departure experience.

Conducting regular walk-throughs and safety checks of the premises to maintain a secure and compliant environment.

Serving as the primary point of contact for any emergency situations, managing evacuations or incidents calmly and effectively.

Handling guest queries, feedback, and complaints with professional conflict-resolution skills to maximize guest satisfaction.

Processing daily financial balances, operational reports, and administrative tasks accurately to maintain standard business records.

Supervising, mentoring, and coordinating tasks for the hotel staff on duty across different departments.

Monitoring public areas, the lobby, and guest facilities to ensure high cleanliness, safety, and presentation standards.

Ensuring strict compliance with all relevant health, safety, food hygiene, and licensing laws in Ireland.

Managing standard room service requests, food and beverage operations, and front desk hospitality standards.

Coordinating closely with other departmental heads during shift handovers to note ongoing guest requests, VIP arrivals, or special events.

Preparing comprehensive handover notes, daily logs, and operational reports for the executive management team.

To ensure meeting rooms are properly set up, broken down and reset according to the weekly

function sheets

Ensure that all staff arrive to work on time and in correct uniform and name badge as per schedule and adhere to Clocking Policy

Assist in creating and inputting the weekly roster into Timepoint before the deadline, considering the business demand and Daily control and update staff attendance in Timepoint ensuring accuracy of payroll

Dealing with walk-in reservations, optimizing room occupancy, and ensuring room rates are accurately applied.

Overseeing cash handling, float verification, financial auditing, and secure safe procedures at the front desk.

Arranging or coordinating special guest requests, wake-up calls, and local transport/concierge arrangements.

Attendance at all Operational Meetings and HOD Meetings

Identify any recruitment needs in the department and act proactively to resolve any shortage of labour and participate in recruitment process

Manage and record the departmental training of all new starters and carry out probation reviews and appraisals, Identify any training needs in within the team

Manage absenteeism and complete Return to Work forms

Ensure staff are allocated their statutory breaks and that they are clocking in/out correctly

Manage the requests and allocation of holidays

Undertake a continuous approach to staff coaching

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

Career Level

- Professional

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** certificate in Hospitality Management / International Hotel Management

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service, Hospitality
- **Competency Skills:** Decision Making, Flexibility, Leadership, Teamwork