



EWD3 DEVELOPMENTS LIMITED



#JOB-2471864



MOXY HOTEL, East Wall Road, Dublin 3, D03

H7X0



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



25/09/2026



23/10/2026

How to apply

Application Method :

Not available



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Assistant Night 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

The Assistant Night Manager supports the Night Manager in overseeing all hotel operations during the night shift, ensuring a smooth, safe, and efficient guest experience. This role requires strong operational awareness, commercial understanding, and the ability to make informed decisions in a fast-paced international hospitality environment. A background or qualification in Business is highly beneficial, enabling the individual to understand global hospitality trends, multicultural guest expectations, and operational impact on revenue and profitability.

KEY RESPONSIBILITIES:

Night Operations & Guest Service

Support the smooth running of all hotel operations during the night shift

Assist with front desk operations including check-ins, check-outs, and guest queries

Deliver a high standard of guest service, recognising the needs of an international guest profile

Handle guest complaints and resolve issues efficiently, escalating where required

Ensure loyalty recognition and brand standards are delivered consistently

Apply an understanding of international service expectations to enhance guest satisfaction and encourage repeat business

Team Support & Supervision

Assist in supervising night team members, ensuring clear direction and accountability

Support team development through coaching and guidance, recognising diverse cultural backgrounds

Maintain effective communication and structured shift handovers

Promote a positive and engaging team environment

Use knowledge gained through International Business studies to support team effectiveness and

performance

Financial & Audit Duties

Assist with night audit procedures including balancing daily transactions and reporting

Support accurate cash handling and financial controls in line with company policy

Contribute to the preparation of nightly reports for management review

Apply commercial awareness to understand how overnight operations impact overall hotel performance and profitability

Safety, Security & Compliance

Conduct regular security checks and ensure the safety of guests and staff

Respond appropriately to emergencies including fire alarms and medical incidents

Ensure compliance with all company procedures, health & safety regulations, and brand standards

Demonstrate structured decision-making and risk awareness

Operational Coordination

Act as a key point of contact during the night in the absence of senior management

Coordinate communication between departments to ensure seamless operations

Monitor occupancy levels, arrivals, and departures to support operational readiness

Ensure all nightly checklists and standards are completed

REQUIREMENTS:

Previous experience in a supervisory role within hospitality, ideally in night operations

Strong decision-making and problem-solving skills

Excellent communication and leadership ability

A qualification in International Business (or related field) is desirable, supporting:

Understanding of global guest expectations

Commercial awareness

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Analytical, Communications, Computer Literacy, Financial
- **Compentency Skills:** Collaboration, Time Management
- **Additional Skills:**Manual Handling,
- **Specialising In:**financial analytics;data analysis;opera;hotel pms systems
- **Driving Licence:** None:
- **Languages:** Irish C2-Master (Fluent)
- **Proximity Locator Distance:** 15 Kilometres