

1. FRONT OFFICE MANAGER

Job Responsibilities

- Manage the entire Front Office Department and produce required room sales production.
- Perform all activities related to Rooms Division for the Hotel in line with the KRA set.
- People management that includes managing, motivating, training and supervising the entire Front Office Team.
- Establish, implement, and monitor the rooms reservation in accordance and compliance to the Hotel needs in order to maintain our ARR.

Requirements

- Candidates with a minimum of 3 years experience managing Front Office Department or a minimum of 5 years in Assistant managerial capacity in a similar industry is definite an advantage.
- Candidates with a Diploma in Hotel Management or related discipline would be preferred
- Highly adaptable to changes and able to identify and recommend changes to improve the hotel rooms sale.
- Proactive and take initiative open minded and result driven with team working spirit.

2. ACCOUNTS OFFICER

Job Responsibilities

- Ensure accurate and timely recognition of billing and issuance of invoice
- Handle AR and part set of accounts.
- Updating and verification of ledgers and bank reconciliation
- Assist Assistant Accountant in day to day finance operations including documentation, check data entry and on month-end closing,

Requirements

- Candidates must possess at least Diploma in Accountancy/Finance/Banking OR LCCI (intermediate) OR any related professional certificate.
- Have at least 2 years relevant working experience in Hotel environment is added advantage
- Able to understand and handle full set of Accounts
- Computer literate and hands on experience in accounting software
- Competent in Microsoft EXCEL
- Working knowledge in computerized accounting applications is an advantage
- Reliable and able to work with minimum supervision

3. ASSISTANT ACCOUNTS OFFICER / ACCOUNTS ASSISTANT

Job Responsibilities

- Assist Accounts Officer in day to day accounts operations.
- Handle Accounts Payable including updating
- Cashiering

Requirements

- Candidates must possess at least Diploma in Accountancy/Finance/Banking OR LCCI (intermediate) OR any related professional certificate.
- Have at least 1 year working experience in related field and a minimum working experience in Hotel environment is added advantage
- Computer literate and hands on experience in accounting software
- Competent in Microsoft EXCEL
- Working knowledge in computerized accounting applications is an advantage