



Position: Front Office Manager

Location: Ireland (Athlone)

Hodson Bay Hotel is part of the Hodson Bay Group. Hodson Bay Group was recently certified as A Great Place to Work. In 2025, The Hodson Bay Group has been ranked 12th Best Super Large Workplace and one of the Best Workplaces for Women 2025. With over 700 employees from over 50 countries worldwide, Hodson Bay Group is committed to creating a positive working environment where our people feel they are a valued part of a team delivering excellent service to our guests.

Main responsibilities:

Reporting to the Deputy General Manager, you will lead and support a great team to ensure our guests receive a warm and efficient welcome for every stay.

- Manage the planning & operation of the Front Desk
- Preparation, implementation and training of SOP's and Standards
- Ensuring arrival & departure procedures are followed to ensure a positive guest experience
- Ensure that reservations calls are dealt with in an efficient manner, delivering a high level of guest care
- Attend meetings such as Morning stand up and weekly Head of Department meeting
- Ensure a high level of customer service is achieved in the department
- Overseeing the allocation of rooms and liaising with Accommodation to ensure timely availability
- Promote the Hotel, it's outlets and local activities to all guests
- Ensure filing & administration in the department is in order
- Recruitment & training of new team members

Required profile:

- Minimum 2 years' experience as Front Office Manager/Assistant Manager
- Minimum Qualification: Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- Excellent written and spoken levels of English
- Working knowledge of Front Office Systems, preferably Opera is essential
- Excellent interpersonal, organizational and communication skills
- Citizen of an EU/EEA country, Switzerland or a Nordic country

The company offers:

- Permanent contract – Full time job
- Salary gross year: 40.000,00 EUR
- Meals provided while on Duty + Health & Wellness Programme + several benefits
- The hotel will assist the right candidate secure accommodation in Ireland and Staff Accommodation is provided at the hotel for a period of one month to support the candidate to find accommodation locally

How to apply:

Please send your CV in English to linda.hoban@welfare.ie with Cc to euresPToutgoing@iefp.pt – Att. Ana Paula Santos, referring in the subject of the email "Position: Front Office Manager"

Further info:

- on the company: <https://www.hodsonbayhotel.com/>
- on this job vacancy: please contact Irish EURES Adviser linda.hoban@welfare.ie - or Portuguese EURES Adviser Ana Paula Santos – euresPToutgoing@iefp.pt

Please send your application **ASAP** – As Soon As Possible

EURES mobility supports may be available if you apply to this vacancy. Please check www.iefp.pt/eures