

Night Manager (Front Office)

The multi award winning luxurious hotel is looking for an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality and join its team. Night Manager performs duties of the whole Front Office during the night, and will represent the Management. The Manager will be responsible for all hotel operations during overnight shift hours, focusing on Front Office operations, night audit and hotel safety/security.

Task & involvements:

- Act as manager on duty of the hotel at night and in the absence of the Front Office Manager dealing with complaints, problem-solving, disturbances, special requests and any other issues that may arise
- Manage the night shift in the department ensuring all employees perform the tasks assigned to them and coordinate Front Office activities with other departments
- Inform all Overnight staff of nightly activities, group, and VIP arrivals as well as special requests and repeat guests
- Check accommodations, making sure any special requests are carried out accordingly, greet guests upon arrival and ensure escort to accommodations if appropriate
- Always maintain a professional and high-quality service-oriented environment
- Must actively participate in the decision-making process on guest relocation for nights when over capacity, execute accordingly and ensure a smooth relocation process. This effort must be coordinated with the Front Office Manager and/or Manager on Duty prior to shift start
- Monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, assigning nightly work, conducting training, conducting counseling and evaluations, and delivering recognition and also reward
- Ensure the accurate completion of the daily night audit in a timely manner
- Must be able to perform the full night audit if needed
- Oversee preparation of daily summary reports
- Be aware and able to enforce all fire-life-safety procedures
- Remain current in all updates with regards to new procedures and training

The ideal candidate:

- Previous Front Office experience in supervisory/management position in a luxury property
- Business proficiency in Hungarian & English
- An operational knowledge and proficiency in Front Office Systems (Opera, Word, Excel, Outlook)



What we offer:

- Competitive salary and benefits
- Meals in the staff cafeteria on duty
- Private healthcare insurance
- Discounted parking rates
- Discounts within Corinthia hotels
- Employment loyalty & monthly recognition awards
- Social events & teambuildings
- Learning & development opportunities

Candidates are requested to submit their professional CV with their application via email on jobs.budapest@corinthia.com

CORINTHIA HOTEL BUDAPEST, HUNGARY