

**voco Reading Hotel has a fantastic opportunity to join the team
as a Front Office Manager**

voco Reading, adjacent to Reading Select Car Leasing Stadium, our modern hotel has thoughtful touches and distinctive design, guests can take advantage and enjoy our leisure facilities with a swimming pool, sauna, steam room and gym. The hotel invites you to enjoy the voco Life at the Atrium Bar and the brasserie-style restaurant Le Café.

We are looking for Front Office Manager to Lead our front office team to success. The Front Office Manager is responsible for overseeing the day to day running and of the front office hotel operation, including Reception, Nights and Guest Services. The Front Office Manager will ensure the delivery of exceptional and unique service standards across all areas.

The Front Office Manager will assume operational responsibility and drive the performance of our one-off property front office teams. With extensive experience, you will contribute to the creation of the brand of one to maximise reputation, revenue and profitability across all areas in line with budget expectations.

You will continually develop the guest service proposition to ensure it is positioned as the market leader in Reading.

What we need from you:

- Ideally, we are looking for well-rounded Front Office Manager, with minimum two years as Head of Department, in similar size and style hotel environment
- Our ideal candidate will need to demonstrate high level of guest focus and display that they have a solid financial and commercial awareness
- We are looking for self-motivated forward-thinking individual with strong Front Office background, withing a large lifestyle, multioutlet environment.
- You will need to be confident communicator with ability to lead and develop your teams and influence across all areas of the business

As Front Office Manager you will have a hands-on approach and take a proactive role with managers in and out of your team in order to identify and support needs at all levels. You will be an inspirational leader, who is passionate in delivering extraordinary guest experiences and who takes pride in sharing success with your team.

What we offer

- Competitive Salary
- Opportunities for promotion and transfer across the group
- Company Pension scheme
- 28 days holiday each year, including bank holidays, increasing to 33 days with length of service
- Discounted international/worldwide room rates for yourself, family and friends
- Most importantly, we'll help you grow, and develop your career.

Most importantly, we'll give you the room to be yourself.

If you feel you are the right candidate for the role as our **Front Office Manager**, then please contact Kamila Krajewska on Kamila.Krajewska@vocoreading.com !

We'd love to hear from you!

You must meet the legal requirements to work in the UK