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## **Assistant Night Manager**

As Assistant Night Manager, when on duty you will be responsible for the security of the hotel and the guests and staff therein between the hours of 10.00pm and 8.30am four nights per week and for completing the Night Reception and Audit function so that accurate revenue is generated and statistical information provided.

You should have a minimum of one years Front Office experience, including Night Audit, with a working knowledge of Opera PMS and you should have some previous supervisory experience. Ideally you will have worked in a 4\* hotel of similar size and have previous experience as a Duty Manager

You must be numerate and able to display accuracy in your work. Good spoken and written English and excellent Customer Care skills are essential.

You must be a good timekeeper and be self motivated and confident in taking the initiative and dealing with the various challenges you may face. You should also be able to motivate and train other people as you will also be supervising a team of 3 Night Porters & late shift staff.

In return we offer a competitive salary and good range of benefits

**In line with the requirements of the Immigration, Asylum and Nationalities Act 2006, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.**