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P.O. Box 793 Otjiwarongo, NAMIBIA



POSITION TITLE : Assistant Lodge Manager
REPORTS TO : Lodge Manager

We invite suitably qualified candidates to apply to join our team in the role of Assistant Lodge Manager.

Summary

The Assistant Lodge Manager is responsible for maintaining the smooth operation of the Lodge. To provide leadership to staff, maintain lodge facilities and provide a level of hospitality which meets the companies' expectations.

Duties and Responsibilities

- Provide a welcoming lodge environment for our customers with high standards of service.
- Maintain the smooth operation of the Lodge, its facilities, infrastructure, services and functions.
- Manage all staff reporting to the position so as to effectively assist, train, develop, motivate and monitor their activities.
- Maintain a safe, harmonious, enjoyable work environment for staff.
- To lead by example in a positive and enthusiastic manner.
- Must be able to manage unforeseen circumstances with ease and adapt to changing conditions.
- Must be a Team-Player
- Be able to assess operational issues and take the best course of action to resolve them, without delays.

Knowledge, Skills and Abilities

- Communicate and report to senior management on a regular basis in line with company requirements.
- Gain a clear understanding of the manager's duties and ensure that these are carried out to the company standards.
- Staff management experience
- Must be willing to work long and irregular hours
- Proper communication – and writing skills in English is compulsory.
- Knowledge of Innkeeper will be an advantage
- Drivers' License will be an advantage
- First Aid training will be an advantage

Qualifications

3 years Lodge Management experience in a 4/5 star Lodge/Hotel environment
Must be computer Literate

Submit CV and accompanying documents to: recruitment@okonjimalodge.com
Enquiries: Mrs. Ina Janson



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