



# A64: ASSISTANT FRONT OFFICE MANAGER

Montecasino – Piazza Hotel

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

### Our successful Hotel Assistant Front Office Managers and Assistant Guest Services Managers ...

- ensure all front office **administrative functions** are fulfilled accurately and efficiently, with strict adherence to the hotel’s standards and procedures
- ensure excellent customer service levels are maintained when implementing the front office **action plans, scheduling and systems**
- conduct all **guest liaison** with prompt responses, thorough follow up and anticipation of their needs
- **promote and support** all food and beverage **initiatives**
- can access and interpret **human resource** policies and legislative requirements for efficient implementation
- manage **room inventory** with diligent adherence to checklists and systems
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Matric (NQF 4); good numeracy skills, verbal and written English skills (NQF 4); hotel / tourism school diploma or equivalent; at least two years’ experience in supervisory or management in the front of house area.

**CLOSING DATE: 03 February 2026**

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you’re our top candidate for the job!

For info or to apply, email: [Hotel.VacanciesMTC@tsogosun.com](mailto:Hotel.VacanciesMTC@tsogosun.com) & [Shandukani.Tshnhenga@tsogosun.com](mailto:Shandukani.Tshnhenga@tsogosun.com)

*Only successful applicants will be contacted*



# TSOGO SUN CASINOS . HOTELS

**ENTERTAIN. IT’S WHAT WE DO.**

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.