



THE FULLERTON HOTEL
SINGAPORE



Assistant Guest Relations Manager (Food & Beverage)

- To represent the hotel and the bar in the highest possible standard through excellent guest relations management.
- To efficiently manage all reservations and table allocation of the outlet
- To drive revenue by optimizing the best use of all available space within the outlet.
- To be responsible for driving sales, promote and market the outlet for events and private functions.
- To convert prospective events into actual sales with follow through of organizing, planning the projected activities and be the key liaison person for the guests and operations team.
- To be responsible for all customer-relations development and management activities
- To work closely with the Restaurant Manager on guests' menu, marketing strategies, and promotional activities.
- To ensure best level of service and attentiveness is consistently accorded to every guest and uphold the Fullerton service brand promise.
- To assist the Manager and Assistant Manager with the daily operations of Lantern.
- To be a key ambassador of the outlet, leading and ensuring that the team display a positive attitude and demeanor at all times.

Requirements :

- Resourceful and creative
- Confident with excellent presentation/flair for customer service
- Results-oriented and self-driven
- Strong human relations and communications skills
- Strong selling, persuasive and negotiation skills
- Strong networking skills and contacts
- Organised and able to multi -task in a fast paced environment

To apply for the above positions, please fill in our online application form on <https://www.fullertonhotels.com/join-us.html>. Alternatively, you could send your full resume to careers@fullertonhotels.com.