



FRONT OFFICE MANAGER

Set to welcome guests in Fall 2021, Muir promises a refined and distinctly Nova Scotian hospitality experience, inspired by the region's inherent natural grace, rich cultural history, unspoiled beauty and enduring character. Muir is building a team of dedicated professionals to bring this unparalleled hospitality experience to the Halifax Waterfront. We are inviting interested candidates to apply for the position of Front Office Manager.

Reporting to the Assistant General Manager, the Front Office Manager will be responsible for leading the strategic direction and daily operations of the Front Office team. The successful candidate will lead and inspire their team to deliver the highest standards of anticipatory, warm and gracious guest service from the point of guest arrival to the point of departure and the many points in between. The Front Office Manager will ensure that every moment at Muir is thoughtfully considered and impeccably delivered to provide guests with a distinct experience that is like no other.

As our ideal candidate, you will have 2 years Front Office managerial experience, preferably with a luxury hospitality asset. Ideally, you will hold a bachelor's degree or diploma in Hospitality, Tourism, Business or a relevant field. Exceptional communication and guest service skills are a must. As well, you will have a demonstrated ability to form, train and motivate high performing teams. Proficiency in hotel property management systems is required; experience using Marriott LightSpeed software is considered an asset.

The opportunity to join Muir at its very beginning is an exciting one as you will be introducing the local market to a refined and distinct experience that is truly born of this place. In this role you will be challenged by high-performance expectations; you will have the opportunity to establish Muir within the international hotel industry, while working with a team of dedicated, talented professionals. You will be rewarded every day by the respect of your peers, achievements of your team and satisfaction of Muir's clients and guests.

If you are looking for an opportunity to showcase your talents and be part of something truly exceptional, please submit your cover letter and resume in confidence to hr@muirhotel.com. Include your anticipated compensation in your cover letter. Only those candidates selected for an interview will be contacted.

The Queen's Marqu South Limited is an equal opportunity employer.

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Send your cover letter and resume:

hr@muirhotel.com