



THE FULLERTON HOTEL  
SINGAPORE

THE FULLERTON  
HOTELS AND RESORTS

THE FULLERTON BAY HOTEL  
SINGAPORE

### **Assistant Manager**

- Fully responsible and accountable for the outlets operating budget including revenues, labour costs and profitability.
- Constantly find ways to further increase revenues without sacrificing pre-determined standards.
- Ensure effective communication between Manager and staff.
- Preparation of F & B profit, budget and marketing plan.
- Assist and make recommendation to management for promotional activities and creative ideas.
- Evaluate, develop and implement training program and conducting training sessions for staff.
- Ensure highest quality product served.
- Hold daily briefing with staff in each shift and review occupancy forecast, reservations, special attention, complaints, problematic issues and others as deem appropriate.
- Constantly monitor that guests are being attended and served according to standard set and attend to guests as needed.
- Anticipate guests' complaints and take prompt corrective action.
- Aware of clientele mix, seasonal periods and festivities and make recommendation to management for competitive analysis and budgeting purposes.
- Coordinate with Chef and beverage department for any special promotion and ensure staff is aware of it to ensure that up selling is exercised.
- Maintain a strong and efficient team while creating loyal and trustworthy staff.

### **Requirements:**

- At least 5 years of working experience in French fine dining or in the related field is required for this position.
- Able to lead and motivate the team.
- Able to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Good interpersonal skills.
- Possess Food Hygiene Certificate.

To apply for the above positions, please send your full resume to [joan.johanna@fullertonhotels.com](mailto:joan.johanna@fullertonhotels.com)