



Alex – Lake Zurich

Front Office Manager

Campbell Gray Hotels is currently developing a very special boutique hotel on the banks of Lake Zurich in Switzerland. "ALEX", a 44-bedroom property is due to open in Q2 2019 and will include an exceptional lakeside restaurant and terrace, bar, gym and spa space.

The Front Office Manager will possess an excellent sense of luxury service and how to exceed guests' expectations. The ideal candidate will possess good knowledge of Zurich and the Swiss market. Reporting to the General Manager, he or she will be a steward of the company philosophy and is ultimately charged with leading and co-ordinating the Guest Service team to ensure a genuinely warm, welcoming stay for all our guests and customers, providing the most exquisite service standards always, while also embracing a sense of fun and passion within the team. The Front Office Manager will also oversee the coordination of the Housekeeping department, rotas and scheduling for the property.

Candidates must possess good hotel software and systems experience, be adaptable and multi-task while leading a highly trained team of professionals.

Proven prior experience (at least 3 years) in a similar position required as well as excellent written and spoken English and German. Interested and qualified candidates should send a detailed and updated copy of their Curriculum Vitae to oliviergerber@alexlakezurich.com