

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-office-manager-hotel-operations/>

HIRING ORGANIZATION

Thayamkery's Royal Inn

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 3, 2026

JOB LOCATION

Edapalli, India

FRONT OFFICE MANAGER – HOTEL OPERATIONS

BASE SALARY

INR 20000 - INR 30000

DESCRIPTION

Job Role: Front Office Manager

Company: Thayamkery's Royal Inn

Location: Edapalli

Job Type: Full-Time | Permanent | Work From Office

Salary: ₹20,000 – ₹30,000 per month

Working Hours: 7:00 PM – 7:00 AM

Vacancies: 1

Qualification: Bachelor's Degree preferred

Experience: Prior hotel front office or customer service experience is an advantage

Contact: 9170071116

Thayamkery's Royal Inn is hiring a **Front Office Manager** to handle daily front desk operations and provide good guest service. The role also includes administrative work and coordination with other departments.

Candidates should have good communication skills and basic computer knowledge. Experience in hotel front office or customer service will be an advantage.

Key Responsibilities

- Welcome and assist guests professionally.
- Manage front desk operations including check-in and check-out.
- Handle customer inquiries, calls and reservations.
- Maintain accurate records and perform data entry.
- Resolve guest concerns promptly.
- Coordinate with housekeeping and other departments.

- Support smooth daily front office operations.

Eligibility and Requirements

- **Bachelor's degree preferred.**
- Diploma qualification is also preferred.
- Strong communication and interpersonal skills.
- **Basic computer knowledge is required.**
- Prior hotel front office or customer service experience is an advantage.
- Customer-focused approach.

Salary and Benefits

- **Salary: ₹20,000 – ₹30,000 per month**
- Additional bonus based on candidate performance.
- **4 paid leaves per month**
- Complimentary breakfast.
- Paid sick time.
- Supportive and professional work environment.

How to Apply

Send your resume with a **photo** on WhatsApp to **9170071116**.

Only resumes with a photo will be considered for screening.