



Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;
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OPPORTUNITY TO SERVE

Bible Translation & Literacy is seeking to recruit a dynamic, innovative, and highly motivated born-again Christian in a good standing, demonstrated spiritual maturity, team player, integrity, and a calling to serve to fill the position of Assistant Manager in charge of Catering and Accommodation at our Conference Centre in Ruiru.

ASSISTANT MANAGER IN CHARGE OF CATERING AND ACCOMMODATION

Reporting to the Centre Manager, the role manages the daily activities of the organization's food, and beverage, housekeeping, and conferencing functions; assists the Centre Manager in the day-to-day running of the Conference Centre in adherence to quality and safety standards; and assists in the planning and coordination of special events.

Duties and responsibilities:

- a) **Staff Management:** Supervises the staff and the operations of the catering, accommodation, and conferencing departments.
- b) **Guest Relations:** Ensures that all the guests get the best customer experience.
- c) **Performance Management:** Ensures regular review of staff performance and feedback.
- d) **Revenue Management:** Exceeds revenue targets in the departments.
- e) **Cost Management:** Ensures that costs are within the budget.
- f) **Reports:** Provides daily, weekly, and monthly reports as required.

Qualifications and skills:

- a) Bachelor's Degree in Hotel and Hospitality Management.
- b) Proficient in computer skills and conversant with hotel software.
- c) At least three years in Hotel Supervision and Management.
- d) Self-motivated, persistent, resolute, and able to deliver without close supervision.
- e) Other skills: Communication, leadership, organizational, problem solving and attention to detail.

How to Apply:

Applications **clearly indicating the position in the subject line**, along with a detailed CV, copies of certifications, and three referees (Professional, Social, and Church), as well as the phone number (s) for both applicant and the referees, should be **emailed** to the below address by **Friday 7th June 2024**.

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION & LITERACY (E.A)
P.O Box 44456 – 00100
Nairobi**

Email: careers@btlkenya.org

Only short-listed candidates will be contacted