

EMPLOYMENT OPPORTUNITY

ASST. LODGE MANAGER



POSITION TITLE	ASST. LODGE MANAGER
DEPARTMENT:	MANAGEMENT
REPORTS TO:	LODGE MANAGER
LOCATION:	SHOMPOLE (KENYA)

WHY THIS JOB EXISTS

As the Assistant Lodge Manager, you will support the day-to-day operations of the property, ensuring exceptional guest service, seamless team coordination, and the highest standards across all hospitality areas. This is a hands-on, guest-facing leadership role ideal for a dynamic hospitality professional who thrives in a remote, luxury setting and is ready to step into the Lodge Manager's role when needed.

ROLES AND RESPONSIBILITIES

Deliverables

1. Assist in the management of front-of-house, housekeeping, kitchen, and guest experiences to ensure smooth daily operations.
2. Personally welcome, brief, and host guests, ensuring their needs are anticipated and exceeded throughout their stay.
3. Support staff supervision, training, and motivation across all departments.
4. Monitor service standards, food quality, hygiene, and room presentation in collaboration with department heads.
5. Help coordinate guest itineraries, special requests, activities, and boutique purchases.
6. Handle guest feedback and resolve issues with a professional, solution-oriented approach.
7. Maintain accurate administrative records including stock reports, rosters, orders, and guest logs.
8. Assist with staff welfare, accommodation, uniforms, events, performance reviews, and training recommendations.

QUALIFICATIONS & EXPERIENCE

- 3-5 years' experience in luxury hospitality, including 2+ years in a supervisory capacity.
- Strong understanding of front-of-house, guest relations, housekeeping, and F&B operations.
- Excellent interpersonal and communication skills.
- Highly organised, detail-oriented, and adaptable in a remote, fast-paced environment.
- A strong leader with the ability to inspire and manage diverse teams.
- Proficient in Microsoft Office (Excel, Word, PowerPoint); Knowledge of hospitality systems is a plus.

HOW TO APPLY

Interested candidates are invited to submit their applications to:

opportunities.kenya@greatplainsconservation.com. The deadline for applications is **2nd April 2026**

A complete application must include:

- A cover letter outlining your interest and suitability for the role.
- A detailed CV highlighting relevant experience and qualifications.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED