

Personal Assistant to the General Manager



Kempinski Hotel
Gold Coast City

ACCRA GHANA

Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 20, 2025

Published : Oct 10, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor Degree

Job Description

The Personal Assistant ensures the professional and smooth operation of the hotel executive office and represents the General Manager, the hotel and Kempinski at all times.

Key Responsibilities

- BSc in Hospitality Management, Business Administration or a related field
- 1-2 years of experience as a personal assistant would be advantageous.
- Certification in secretarial work, office administration, or related training.
- Hotel operations and general office administration experience
- Information management
- Experience with google workspace
- Ability to handle sensitive information in a discreet and confidential manner
- Excellent oral and written skills
- Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
- International etiquette and Problem-solving skills
- Self motivated and has a good planning/organisation skill
- Team building, adaptability and results oriented skills
- Pro-active hospitality skills including guest service skills

About Kempinski Hotel Gold Coast City - Accra

The Kempinski Hotel Gold Coast City - Accra is the only five-star luxury hotel offering state-of-the-art meeting facilities and services in the city. Conveniently located in the downtown area and in close proximity to the State House, the Accra International Conference Centre, and the National Theatre. The property has 269 luxury rooms (largest room size in Accra), 24 suites, a variety of F&B offerings as well as large conference facilities. Our latest addition is the Resense Spa, the largest SPA in West Africa, and the most exclusive luxury hotel spa in Accra. The 3,000 sqm wellness and fitness facilities cover three floors and include an authentic hammam, separate male and female wellness areas with saunas, steam room and whirlpool baths, and ten treatment rooms, including two couple suites, fitness and beauty facilities, and a cosy relaxation lounge. We offer a perfect mix of categories to meet the needs of both corporate and conference visitors to the country.

For more information and how to apply: <https://tinyurl.com/447nawm9>

Education & Experience

Must Have

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
