**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: General Manager
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Oversees all aspects of the hotel operations, including guest relations, front desk, housekeeping, maintenance, finances, teambuilding, and staff development. Responsible for all phases of hotel management, including sales and marketing, human resources, food and beverage, and budgeting/forecasting. Empowers associates to provide superior customer care to guests, associates, and other visitors.

* Recruits, selects, trains, and manages employees to deliver superior guest services and quality products that will lead to maximizing revenue and profitability goals.
* Creates and maintains customer-driven operations, empowering hotel staff to excel in superior customer care.
* Develops, recommends, implements, and manages the hotel's annual budget and long-term business plan. Achieves budgeted sales and maximum profitability.
* Creates new programs in response to market conditions and revenue opportunities.
* Protects the hotel’s financial assets by properly administering policies and procedures for handling cash, credit cards, accounts payable, accounts receivable, payroll and all other financial transactions. Also, properly administers policies and procedures for protecting the safety of guests and employees.
* Prepares monthly reports for owners.
* Ensures regular assessment and review of all hotel personnel by appropriate management staff. Coordinates internal training and development programs.
* Maintains a high personal visibility throughout the property and throughout the community.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Bachelor’s degree in Hotel/Restaurant Management or Business or equivalent combination of education and experience.
* Minimum of five years of hotel management or supervisory experience.
* Knowledge of local competition and general industry trends.
* Strong leadership and a professional image.
* Strong interpersonal, written and verbal communication skills.
* Excellent decision-making ability and analytical skills.
* Knowledge of a variety of computer software applications.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.