

Job Announcement

CITY OF ELBERTON

Hotel Manager

Posting Date: Monday, November 26, 2018

Deadline: Open until filled

Job Summary

The Hotel Manager oversees the daily operations of the hotel as well as provides strategic direction for the successful operation of the property. The Hotel Manager must be able to guide the employees to work as a well-functioning team, providing excellent hospitality and guest experiences to visitors and customers of the property.

The Hotel Manager position performs three key functions:

- (1) The manager participates directly in, supervises, plans and directs work for housekeeping and cleaning services, supervising several part time housekeepers and setting a schedule for work. Approximately 50% of the Hotel Manager's time is spent working with part-time employees that perform housekeeping, cleaning, and general property maintenance.
- (2) The manager handles all administrative tasks for the hotel. Approximately 25% of the Hotel Manager's time is spent working on administrative tasks, scheduling, ordering, and maintaining supplies.
- (3) The manager handles the marketing and promotion of the property, and develops and implements an intuitive and efficient marketing strategy to promote the hotel and its services. Approximately 25% of the Hotel Manager's time is spent on marketing and promotion.

Basic Requirements and Personal Skills

- Proven experience as Hotel Manager or other relevant or comparable role in management, supervision, or leading a team
- Fluency in English; excellent communication skills both verbal and written
- Working knowledge of MS Office; knowledge of hotel management software
- Demonstrable aptitude in decision-making and problem-solving
- Reliable with an ability to multi-task and work well under pressure

Experience and Education Requirements

A high school diploma or GED is required. Post-secondary education such as a Bachelor's Degree in Business Administration, Hotel/Hospitality Management or other relevant field is preferred. A valid driver's license is required. Experience in the supervision of entry-level employees is required. Experience in the hotel industry or cleaning and housekeeping in a hospitality environment is preferred.

Availability and Residency Requirements

A successful Hotel Manager understands the importance and special circumstances of operating and staffing a property that is open 24-hours a day. The manager must be responsive and available to handle unforeseen problems and questions at the property, either in person or over the phone. Residency within 30 minutes of the property is preferred.

A full copy of the job description may be obtained by contacting the City Clerk. Submit completed applications to City Clerk located at City Hall, 203 Elbert Street, Elberton, GA 30635.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.