

RESORT MANAGER

- EMPLOYER'S NAME: Regalia Hotel Group
- JOB LOCATION: Suzhou
- POSITION: Full Time
- MANAGEMENT EXPERIENCE REQUIRED: At least 3 year managerial experience in the same capacity
- PROPERTY TYPE: Boutique Resort
- JOB DESCRIPTION
 1. Responsible for the operational management and the profitability of the resort. Responsibilities include managing the front office, housekeeping, maintenance, and budget.
 2. Organizes, plans and directs the resort's operations and functions
 3. Attends all meetings and other managerial gatherings, as directed by Regalia Hotel Group management
 4. Carries out policies and guidelines by which all employees are hired, developed, counseled, and terminated
 5. Develops and maintains cost and labor controls to ensure operation within budget
 6. Monitors operational performance through observation and feedback
 7. Conducts periodic inspections of units, building, grounds, noting deficiencies of employees, contractors and physical appearance of property. Determines most appropriate and least expensive method to make repairs and perform needed maintenance
 - a) Prepares for and conducts scheduled operational meeting with resort staff and owner meetings, keeping owners and board members advised of, but not limited to, property management activities, committee reports, financials, correspondence from unit owners, manager's response to inquiries, officers reports, legal notices, and anything pertinent to the operation of the resort that has occurred since the prior meeting
 - b) Responsible for the recording of minutes and for the proper flow of suggestions, grievances, and inquires to the Executive Board of Regalia Hotel Group.
 - c) Recommends to the Regalia Hotel Group Executive Board improvements of resort management's services and programs
 - d) Assures compliance with labor laws and respects areas of responsibilities
- EMAIL RESUME TO: hr-shanghai@gch-china.com
- AVAILABILITY: Immediately
- COMPENSATION: Competitive
- MINIMUM JOB REQUIREMENT:
 1. Bachelors degree in an applicable field of study, or equivalent experience
 2. Minimum of five years resort operations experience at a comparable property
 3. Must possess and apply a broad knowledge of Resort operation principles, practices and procedures, and regulations in the day-to-day management of

the resort

4. Must possess and apply a broad knowledge of financial principles and statements to review and analyze resort financial status
5. Must possess excellent written and verbal communication skills in English Language.