

Positions Vacant Posting Form

Position Title	General Manager
Location	Park Regis North Quay - Brisbane
FT/PT/Casual	Full Time
Summary of Position for Selection Page	We are searching for an innovative, flexible, hardworking General Manager who will treat the property as her/his own business, has a flair for customer service, and enjoys hands on working. We expect the candidate to be a dedicated and professional hotel operator to have all round experience in the rooms division, F&B, S&M, and MLR management.
Required Starting Date	Mid January
Description of Work and Duties	<ol style="list-style-type: none"> 1. Manage and control all areas of hotel, including F&B, maintenance, conferencing and outsourced housekeeping 2. Communicate successfully with all stakeholders 3. Ensure profitability of hotel 4. Prepare and present weekly and monthly reports 5. Monitor and oversee end of month's procedures 6. Analyse income statements 7. Organise property and apartment maintenance and charges 8. Prepare and monitor business plans and budgets 9. Achieve targets on time and control costs 10. Oversee yield management procedures 11. Supervise and motivate staff 12. Take part in sales and marketing activities
Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. Minimum of five (5) years management experience in 3 - 4 star property, 80 rooms + 2. High standard of communication 3. MLR and body corporate experience <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience with Hirus PMS
Closing Date	20 January 2012
Notes	<ol style="list-style-type: none"> 1. The selection criteria must be addressed in the letter of application 2. Only applicants with the right to work in Australia need apply 3. Only short listed applicants will be contacted