



Hotel General Manager

Location: Various Hotel Properties in Phoenix Metro in 2019

Reports To: CEO

Position Summary

We are currently interviewing for several experienced Hotel General Manager positions for our growing company. In 2019, we will have opening for qualified candidate(s) to oversee all aspects of property management including operations, sales and marketing, human resources, food and beverage, and budgeting/forecasting. Come join us in Phoenix as we transform hotels in the Valley of the Sun.

The qualified candidate(s) must be able to execute leadership responsibilities in accordance with the Company's mission to create an environment where guests want to stay, staff grows professionally and maximum financial performance is achieved. The candidate will support and integrate with hotel ownership's vision to breathe new life into the industry by implementing innovative technology and providing personalized guest experiences.

The General Manager(s) will integrate and work alongside owners who have tremendous success in global real estate, hotel management, construction and design. Property renovation plans are anticipated, therefore, candidate(s) must possess superior leadership and skills to manage property, staff and guests during this process. The candidate(s) will lead all service teams to ensure managers of departments are collaborating to create a culture that is friendly, clean, and hospitable. The Hotel General Manager(s) are part of a team of individuals that displays integrity, authenticity, and transparency. If you have prior experience in a hotel management role or as an assistant general manager role and believe you would be an excellent candidate, then we encourage you to apply.

Key Responsibilities

- Develop and execute marketing, sales and operational plan for maximizing revenue/profitability
- Recruit, train and discipline all hotel staff

- Meet with staff and department heads to ensure corporate goals and expectation are communicated and success is achieved throughout all areas of hotel
- Prepare various daily, weekly, monthly reports for owners
- Monitor hotel performance through verification and analysis of guest satisfaction systems and financial reports; initiate corrective action
- Maintain product and service quality standards by conducting ongoing evaluations and investigating complaints; initiate corrective action
- Ensure staff is delivering exceptional guest experiences
- Monitor and comply with all quality standards and legal regulations
- Develop accurate and aggressive long and short-range annual financial objectives
- Prepare financial reports for management that clearly explain operational effectiveness, trends and variances
- Establish and maintain a pro-active HR function to ensure employee motivation, training and development, wage and benefits administration, and compliance with established labor regulations
- Maintain active role in the community
- Ensure safe environment for guests and employees
- Monitor performance for all employees and frequently conduct evaluation meetings
- Delegate authority and assign tasks and responsibilities to all employees
- Answer guest complaints and problems in a highly courteous and efficient manner
- Conducts annual surveys for positions throughout the hotel to ensure employees are well compensated and satisfied with their position

Education/Experience Requirements

- 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.
- Ability to effectively manage property during renovation process.
- 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 evenings, weekends and holidays.
- Ability to stand for long hours at a time.
- Bilingual, Spanish/English, helpful.

Position Type: Full-time

Disclaimer

At Oxygen Hospitality, we don't just accept diversity – we seek it, we support it, and we thrive on it for the benefit of our employees, our company, and the communities we serve. Oxygen Hospitality is proud to be an equal opportunity employer, in both our headquarters and hotels.

The application will be dealt in the highest confidential matter. For more information, please follow steps below.

Please send CV and Resume for consideration to careers@oxygenhospitality.com