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# Example of Director, Office Job Description

Our growing company is looking for a director, office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for director, office

* Maintains knowledge of industry changes and trends and provides recommendations and guidance to Operations CFO
* Evaluate office space needs for a new and growing office
* Income tax planning
* Handling financial statements
* Establish effective goals, measurements and action plans for the department in all pillars
* Safeguard the continuing effort to deliver outstanding guest service and financial profitability
* Monitor group blocks in conjunction with Revenue Management
* Monitor and develop employee performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
* Initiate and implement marketing and up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
* Implement and monitor all corporate marketing programs such as Autograph Collection, while monitoring the progress of guest loyalty programs

## Qualifications for director, office

* Understanding of Channels, Channel programs and practices
* Minimum 10+ years of financial planning and analysis experience with a proven track record providing finance and accounting leadership
* Critical thinker and self-starter who is willing to work proactively to identify key business priorities, opportunities and threats, and work across teams to implement the necessary solutions
* Bachelors degree in graphic or communication design
* Five to seven years of reputable creative agency experience
* Bachelor’s degree with minimum 10 years supervising staff in a facilities management environment required