Downloaded from <https://www.velvetjobs.com/job-descriptions/franchised-general-manager>

# Example of Franchised General Manager Job Description

Our company is looking to fill the role of franchised general manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for franchised general manager

* Use assigned franchise revenue management system
* Oversees overall day-to-day hotel operations as delegated by the General Manager
* Review and edit (if applicable) personnel time records daily
* Conducts and documents coaching/ counseling/ disciplinary sessions
* Lead the effort in design and implementation of the systems, standard operating procedures, reporting, and operating model for the property
* Lead the effort in hiring the hotel management team
* Lead and develop the executive team and department heads
* Respond to guest inquiries and resolve concerns
* Facilitate and lead hotel-wide and departmental meetings
* Provide supervision and professional development, conducting counseling and evaluations and deliver recognition and rewards

## Qualifications for franchised general manager

* Previous hotel management experience (2-3 years minimum) required with previous brand experience preferred
* Ability to provide and maintain a customer service driven/enthusiastic culture
* Bachelor Degree in Business Management, Hospitality, or related field or equivalent years of work experience required
* "Guest first"" service approach
* A minimum of 3 years of experience as an Assistant General Manager
* At least 3 years hotel experience (in a management or supervisory role)