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# Example of Hotel General Manager Job Description

Our company is looking to fill the role of hotel 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 hotel general manager

* Involvement in sales solicitation of key accounts by reviewing contracts, meeting with sales department, visit key account contacts in person and by phone
* Food and Beverage Management
* Coordinate with F&B Management the creation and execution of menus, service rituals, promotions and guest loyalty programs for Restaurant and Catering operations
* Take an active role in working the dining room and banquet facility in support of division management and to develop a relationship with repeat guests
* Monitor the success of F&B initiatives
* Regular personal inspection of guest rooms, public areas, back of house, restaurant and banquet space
* Through leadership, training and setting an example, establish a friendly, courteous, service-oriented approach with guests by staff
* Property Maintenance
* Assure that an on-going program is followed in regular repair and upkeep of the facility, landscape and equipment by developing and implementing a preventive maintenance program
* Develop a high level of loyalty to the business and to the company in order to reduce turnover and increase employee morale

## Qualifications for hotel general manager

* EU work authorisation
* Must possess a valid driver’s license and have access to personal vehicle
* Bilingual (English/Spanish) communication skills preferred, but not required
* Regularly and personally verify that guests are receiving personalised, thoughtful and generous service
* Use guest, stakeholder and colleague feedback to make recommendations for improvements that drive performance and enhance the guest experience
* Ensure that the assets of the Company/Owner are maintained properly and meet Jumeirah brand standards, implementing effective preventative maintenance programmes and initiating appropriate capital expenditure projects in a timely manner