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# Example of Hotel Manager Job Description

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

## Responsibilities for hotel manager

* Maintains strong, professional relationships with the relevant representatives from competitor hotels and other organisations, especially travel agencies, local business groups and airlines
* Responds to changes in the Finance function as dictated by the industry, company and hotel
* Reads the hotel's Associate Handbook and have an understanding of and adhere to the hotel's rules and regulations and in particular, the policies and procedures relating to fire, hygiene, health and safety
* Attends all training and meetings as required
* Manages and coordinates the operation of the front office and Guest Services sections to ensure efficiency and that the best possible service is provided to guests
* Establishes and maintains effective controls to ensure adherence to department procedures
* Investigates and resolves customer complaints and comments
* Maintains established credit policies
* Deliver revenue and/or acquisition goals through management of inventory and rates
* Analyze inventory levels and develop strategies and tactics for maximizing Hotwire sales opportunities for short window unsold rooms

## Qualifications for hotel manager

* Must be able to work a flexible work schedule including evenings and weekends
* Focus on the rooms operations including training, scheduling, daily duties
* On a monthly basis, forecast the hotel's financial position by estimating revenues and line-by-line expenses
* Must be able to move the needle on Trip Advisor and Guest Satisfaction
* Fire Safety Director certification preferred or must be willingly to obtain certification within 6months of hire
* Focus on front office operation, including training, scheduling, daily duties