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# Example of Hotel Manager Job Description

Our company is looking to fill the role of hotel 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 manager

* Hotel Manager will direct and oversee the performance of the Director of Rooms, Director of F&B, Spa Director, Director of Engineering and Security Manager
* Prepare, implement and compile data for the strategic marketing budget, forecasts and other reports as directed/required
* Manage all advertising, public relations and promotional activities for Skybar and Hotel
* Conduct weekly meetings and daily line ups as required
* Prepare communication plans to ensure that all new initiatives are rolled out effectively
* Create and implement a Marketing Strategy at for Food and Beverage and Hotel
* Update nightlife calendars and disseminate information to operations and hotel team
* Manage weekly update to corporate team on your properties marketing efforts and results
* Monthly ROI report on initiatives to GM and corporate team
* Assist in the execution of any and all marketing initiatives in property marketing plans

## Qualifications for hotel manager

* Ability to travel 50% of time to assigned regions
* Ability to drive within Canada
* 2 years experience in an account management, sales or OTA market managment role
* Experience with online businesses (especially travel) preferred
* At least one (1) year of directly related experience that demonstrates knowledge of housekeeping or related duties
* A minimum of (1) year experience supervising or managing employees