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# Example of Residence Manager Job Description

Our company is looking for a residence manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for residence manager

* Submits the yearly expense budget proposal to ensure on an on-going basis optimum guest satisfaction, sales potential and profitability
* Assists actively in selling long term contracts through personal involvement with all potential markets as required
* Reviews the monthly P&L account along with Finance team
* Provides support to the Purchasing team in elaborating the PAR and building effective business cases for any FF&E projects
* Drives Capex projects execution along with Engineering and Housekeeping teams
* Coordinating, implementing and evaluating individual program plans and maintaining records in compliance with OPWDD and State / Federal regulations
* Orientation and evaluation of residential staff
* Implementation of all policies, procedures and programs of the facility and the organization in accordance with OPWDD regulations and guidelines
* Attending, participating, and monitoring / reviewing all team meetings, including Interdisciplinary, Individual Service Plan and clinical meetings
* Ensuring timely submission of required paperwork, including payroll, Res Hab, Incident Reports/Investigations

## Qualifications for residence manager

* Minimum of 8-10 years of hotel experience, preferred in room division operations with proven success in progressive leadership assignments with reputable hotel companies within preferably in the Middle East
* Excellent people skills and ability to build meaningful relationships with the colleagues and the guests
* Leadership skills and with strong impact and influence abilities
* Capacity to lead, engage and motivate multicultural teams in a dynamic environment
* Attention to details in order to drive a great guest experience
* Full understanding of P&L and FF&E structure