



# Example of Director, Office Job Description

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

## Responsibilities for director, office

- Maintains knowledge of industry changes and trends and provides recommendations and guidance to Operations CFO
- Evaluate office space needs for a new and growing office
- Income tax planning
- Handling financial statements
- Establish effective goals, measurements and action plans for the department in all pillars
- Safeguard the continuing effort to deliver outstanding guest service and financial profitability
- Monitor group blocks in conjunction with Revenue Management
- Monitor and develop employee performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Initiate and implement marketing and up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue
- Implement and monitor all corporate marketing programs such as Autograph Collection, while monitoring the progress of guest loyalty programs

## Qualifications for director, office

- Understanding of Channels, Channel programs and practices
- Minimum 10+ years of financial planning and analysis experience with a proven track record providing finance and accounting leadership
- Critical thinker and self-starter who is willing to work proactively to identify

- Bachelors degree in graphic or communication design
- Five to seven years of reputable creative agency experience
- Bachelor's degree with minimum 10 years supervising staff in a facilities management environment required