



Example of Resort Manager Job Description

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Our innovative and growing company is looking to fill the role of resort manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for resort manager

- Budget preparation and implementation
- Maintains procedure for orientation, training and development of all associates
- Conduct weekly yield meetings to ensure the resort's inventory is managed effectively to attain the highest yield per resort objectives
- Manage and achieve all areas of the budgets by implementing proper controls
- Maintain personal contact with owners/guests of resort to ensure guest satisfaction
- Monitor and maintain procedures for safety of guests and associates
- Maintain all reporting SOP's and timeline as outlined by the regional director and corporate
- Ensure all communication standards are being met and all association administration and fiduciary duties are being carried out
- Greet prospective tenants when they arrive and introduce them to the types of units available the property's amenities
- Manage the maintenance and custodial staff at the property

Qualifications for resort manager

- CADD skills a plus
- PMP and/or LEED certification/experience a plus

- Outdoor education and/or event management experience
- Knowledgeable about the Hotel, town of Banff, Banff National Park and mountain ecosystems