



Example of Resort Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a 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

- Ensure all communication standards are being met and all association administration and fiduciary duties are being carried out in partnership with the Resort / General Manager
- Attend and participate in the quarterly or monthly quality express meetings and communicate company goals and achievements to the team
- Ensure hotel sales is a focus among the assigned property leaders
- To assist assigned department leaders in recruiting, training and ongoing training of all staff
- Work on task forces when called upon
- Assist in preparing and submitting the resorts annual business plan/executive budget summaries
- Assist in managing and achieving all areas of budgets by implementing and inspecting proper controls
- Periodically checks audits to ensure all financial controls
- Maintains high levels of service as outlined in the SOP manual
- Performs weekly inspections to ensure quality controls are in place

Qualifications for resort manager

- Offers timely, accurate, and friendly responses to all internal customer and vendor requests
- Passionate about our business and approach challenges with tenacity and

- Bachelor's degree in Hotel Management, Business Administration or related field preferred but not required
- May be required to work during nights, weekends, and/or holidays
- Previous managerial experience in Maintenance is required
- Excellent skills in Microsoft Office applications, and other web based applications including email and financial systems