

## **General Manager**

Job title: General Manager

Area of work: Takaro Peace Resort

Departmental head: Director of Takaro Peace Resort

Takaro Peace Resort is a unique luxury Lodge offering an international clientele the opportunity to relax and rejuvenate. Takaro's General Manager is a key role in our organization. Your responsibility will be to plan, supervise and control the operations of our hotel on a daily basis. They have a high level of contact with a demanding and well traveled public and may often have to deal with difficult guests and be on call if major problems arise.

Our General Manager will perform the following tasks:

- plan, direct and coordinate the service of accounting, food and beverages, guest services (spa, outdoor activities, organic garden, organic farm), maintenance, staff development
- assign tasks and priorities, coordinate resources
- undertake facility management tasks such as building management including building costs, rents, maintenance, lighting, power, heating, air-conditioning, floorings and furniture
- control capital and operational expenditure
- make sure that government health, occupational safety and licensing regulations are followed
- prepare reports
- manage the security of the hotel and its staff
- publicise the hotel/motel through public relations activities in the local business community.

### **Personal Requirements:**

- enjoy working with people
- friendly, helpful and patient
- able to assist guests with a limited understanding of English
- good communication skills
- Ability to speak foreign languages
- able to record information accurately
- able to lead a team
- able to project a professional manner at all times
- good interpersonal skills
- flexible
- able to stay calm in difficult situations
- non smoker
- interested in complimentary and alternative health
- a genuine interest in helping clients
- a metaphysical or spiritual perspective

### **Conditions**

- Fulltime residential position
- Salary: TBA
- Accommodation and food deductible from salary