



POSITION VACANT

ROOMS DIVISION MANAGER

As the **Rooms Division Manager**, you will be a hands-on leader with a passion for driving your team to go the extra mile for our guests. Through directive leadership and a disciplined approach, you will be responsible for achieving the successful operation of the Front Office Team in all areas of service, training, development and product innovation, as well as working closely with housekeeping and maintenance to ensure seamless daily operations; whilst achieving full accountability for the financial and service performance of the rooms division.

The primary responsibilities of this role include:

- Manage and develop the Front Office team including recruitment, training, performance appraisals, and rosters.
- Implement and monitor systems and procedures.
- Effective management of labour costs
- Display a commitment and focus to increasing room rate, occupancy levels to achieve sales growth year on year.
- Promote and sell Majestic Hotels products and services at all times
- Committed approach to continuous improvement.
- To achieve our purpose to build a true and lasting customer and staff loyalty.

To succeed in this role, you will require:

- Strong leadership qualities.
- Proven training and development of a successful team.
- Effective communication skills incorporating a collaborative approach.
- Proven management experience and/or people management.
- Industry experience in a similar role or position.
- High level of accuracy and attention to detail.
- Exceptional time management skills to be able to prioritise, organise workloads and ensure deadlines are met.
- Flexibility to work the required shifts and the ability to step in and assist where necessary.
- An attitude of professionalism at all times.
- Consistent approach to self-development
- Ability to address and implement continual improvement within the team.
- Proficient in Microsoft Word, Excel and Outlook.

Highly desirable:

- Hotel Pre-Open Experience in a 4 or 5 star environment
- Proven experience in a similar role within a 4 or 5 star environment
- Experience using Opera PMS, Site Minder and TravelClick products

If this sounds like the opportunity for you, please visit our website www.majestichotels.com.au and download the position description.

Applications to: (must include covering letter & resume) **Applications close: 10 January 2021**

Samantha Ainslie – General Manager - Majestic Hotels Adelaide SA 5000

E: employment@majestichotels.com.au

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application, we encourage you to advise your manager.