



<https://eternalhotelsllc.com/careers/assistant-general-manager-eternal-hotels-washington-state/>

Assistant General Manager – Red Lion Hotel and Conference Center Pasco by Sonesta

Description

Eternal Hotels™ is looking for an experienced Full Service Hotel / Resort Assistant General Manager to join our team at Red Lion Hotel & Conference Center Pasco by Sonesta.

Responsibilities

- Deliver on the promise of Sonesta Service in all interactions with guests and clients. Manage according to the Sonesta G.U.E.S.T. standards and instill a passion for customer service in all associates of the hotel. Create processes and procedures to ensure the hotel is properly supplied with all guest amenities, all food and beverage outlets are meeting guest expectations, and the hotel is properly maintained and clean.
- Manage the direct sales activities of the hotel in partnership with the hotel's Area Sales Director (ASD) and Global Sales Office (GSO) to uncover the appropriate demand located in the hotel's trade area. Directly supervise the hotel's Sales department and partner with the above sales support team to create and execute the hotel's sales and marketing plan to secure the fair market share of business for the hotel.
- Manage the overall seasonal demand strategy in partnership with the hotel's Revenue Manager (RM) with regard to room type and length of stay pricing. Work with the hotel's property management system (Opera) and reservation system (Synxis) to maximize revenue through occupancy and rate adjustments based on market conditions.
- Regularly sell hotel rooms through direct client contact.
- Establish and implement appropriate service recovery guidelines in order to ensure complete guest satisfaction. Respond to guest complaints or concerns in a prompt and professional manner.
- Manage the Sonesta brand positioning through the proper use of all marketing programs. This would include, but is not limited to the creation of everyday surprises, the implementation and management of the company's guest recognition program (Travel Pass) and the proper use of all logo and graphics standards.
- Manage the front office, housekeeping, and food and beverage operation of the hotel through the direct supervision of the Operations Manager.
- Manage the appearance, condition, and preventive maintenance of the physical plant through the direct supervision of the Maintenance Manager.
- Attend Evening Social and Breakfast events as a representative of the management team of the hotel and to prospect for additional sales leads.

Employment Type

Full-time

Beginning of employment

Open until filled

Duration of employment

Year Round

Industry

Hospitality

Job Location

2525 N. 20th Ave, 99301, Pasco, WA, USA

Hiring organization

Red Lion Hotel and Conference Center Pasco by Sonesta

Working Hours

Open availability. Work assigned based on business demands.

Date posted

April 26, 2024

Valid through

14.06.2024

- Lead the development, implementation and monitoring of capital and operational budgets for the hotel which support the overall objectives of the company.
- Work with the Finance Department on the identification of variances and communication to ownership on the hotel's financial condition. In partnership with the hotel's assigned General Ledger Accountant and in accordance with company rules and policies, ensure the proper process is in place to manage and report the inflow of money in and out of the hotel. In partnership with Facilities Operations and in accordance with company rules and policies, ensure the proper process is in place to manage and report on the condition of the physical building(s), grounds, and parking surfaces. This includes the creation and management of the hotel's annual capital and operations expense budget to improve and maintain the facility for guests and ownership.
- In partnership with the hotel's assigned Human Resources representatives and in accordance with company rules and policies, ensure the proper process is in place to manage and report on the human resources and benefits programs within the hotel. This includes the recruiting, onboarding, training, ongoing performance management, and offboarding of all associates of the hotel.
- In partnership with the assigned Information Technology representatives and in accordance with company rules and policies, ensure the proper process is in place to manage and report on the proper use, maintenance and location of all information technology hardware and software provided to the hotel. This includes the proper use of all systems in order to service all guests and provide a return on investment to owners.
- In partnership with the assigned Procurement representatives and in accordance with company rules and policies, ensure the proper process is in place to manage and report on the purchasing of all supplies needed to manage the hotel. This includes the proper use of any platforms and/or programs to leverage purchasing power and the analysis of hotel spending to identify efficiencies.
- Enforce hotel standards, policies, and procedures are in place within the hotel departments.
- Act as Manager on duty as required.
- Ensure compliance with federal, state and local laws regarding health, safety, and alcohol services.
- Perform other duties as assigned.

Qualifications

- Ability to speak, read, and write fluent English; other languages beneficial.
- 2+ Years experience managing mid-scale full service hotels with 10,000+ SF conference space, restaurants, bars, and 200+ rooms required.
- Professional verbal and written communication skills.
- Mathematical skills, including basic math, budgeting, profit/loss concepts, percentages, and variances.
- Problem solving, reasoning, motivating, organizational and training abilities.

- Ability to prioritize and organize work assignments.
- Experience with Microsoft Office and Opera systems preferred.
- Valid driver's license required.
- Frequently standing up, bending, climbing, kneeling, and moving about the facility.
- Carrying, lifting or pulling items weighing up to 50 pounds.
- Frequently handling objects and equipment.
- Will be required to work mornings, evening, weekends, and holidays.

Education

- Bachelor's degree in Hotel Administration, Business Administration or related field preferred.
- Three years as an Assistant General Manager, Operations Manager, and/or Director of Sales in full service hotels preferred.
- Experience with Microsoft Office and Opera systems preferred.

Job Benefits

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Base Salary

\$ 65000 - \$ 75000

Contacts

Additional Information

All your information will be kept confidential according to EEO guidelines.

An Equal Opportunity Employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.