



## VACANCY

### EXECUTIVE ASSISTANT MANAGER

Sandy Lane, a AAA Five (5) Diamond, Forbes Five Star exclusive resort and member of the Leading Hotels of the World are seeking to recruit a highly organized and dynamic individual to join its Leadership team Executive Assistant Manager.

#### **The Role**

The Executive Assistant Manager will support the General Manager and the Resident Manager assisting with all aspects of the hotel operations.

#### **Key responsibilities and accountabilities:**

- Plans, develops and implements the hotel's policies and goals, maximizing standards of guest service, occupancy rates, and revenue goals.
- Participates in the preparation of the hotel's strategic plan, marketing plan and goals program assisting with action plans, budget costs and implementation.
- Regularly updates the General Manager and Hotel Manager on all operational achievements and key issues.
- Assists with the preparation of the hotel operating budget, developing a comprehensive annual operating profit plan and detailed capital expenditure plan.
- Identifies areas in which upgrades are needed or reductions can be made.
- Monitors and maintain financial accounting records and prepares reports.
- Analyzes the market needs and trends to assist with forecasting.
- Supervises all key management staff in carrying out their operating responsibilities and tasks, coordinating efforts and establishing priorities as necessary.
- Cultivates and maintains good relationships amongst the Hotel staff, suppliers and service providers.

#### **Our preferred candidate must possess:**

- A bachelor's degree in hotel and restaurant management, hospitality management or business management from a highly reputed university. Post graduate studies in similar subjects would be an asset.
- Minimum of 10 years' experience in the management of hotel operations three (3) of which should be at a 5 diamond or luxury hotel/resort environment.
- Strong command of the restaurant operations and accommodations facilities.
- Good understanding of procurement functions, pricing strategies as well as sales and marketing methods.
- Ability to think strategically, analyze situations, develop and research alternatives and make recommendations that are customer focused.
- Ability to work with economic concepts, such as profitability, Gross Operating Profit, RevPar, EBITDA and statistical inference.
- Self-motivated with ability to take initiative in a competitive market place and prioritize many tasks across various business centers throughout the resort.
- Strong interpersonal, leadership and relationship-building skills.
- Excellent written and verbal communication skills required. Proficiency in a second language is desirable.

It is a requirement that the candidate must have a flexible working style as long hours are required from time to time. The successful candidate must be responsive to 24 hour operational requirements of business on a needs basis.



To apply please send your application with curriculum vitae on or before **June 30, 2022** to [recruitment@sandylane.com](mailto:recruitment@sandylane.com).