

- Company Name: Diamond Hotels Management Inc.
- Address: 1 Johnson Street
Kingston, Ontario
K7L 5H7
- Fax: (613) 546-3167
- Web Site: <http://www.diamondhotels.ca>
- Position Start Date: To Be Determined
- Rate of Pay: Commensurate with experience
- City of Job Posting: Kingston
- Number of Positions Available: 1
- Type: Full Time
- Duration: Contract
- Average Hours Per Week: 40
- Schedule:
 - Days
- Minimum Education Required: High School
- Applicants are to apply by:
 - Email sstacey@diamondhotels.ca
- Closing Date: 02/28/2019 23:59

• **General Manager (Holiday Inn Express)**

You are responsible for providing day to day leadership and direction by maximizing financial returns, driving the development of people, creating and maintaining unique guest experiences, executing on brand standards, and building awareness of hotel and brand in the local community. We look for people who are welcoming and can focus on the right things that really matter to our guests.

PRIMARY RESPONSIBILITIES:

- Ensure the hotel runs efficiently through proper maintenance of physical facilities resulting in employee and guest safety and satisfaction, efficient operations, top quality product, pleasant appearance, cleanliness, and compliance.
- Participate in organizational and community events for the purpose of prospecting new business leads, developing long sustainable business partnerships, and building our community profile.
- Pro-actively use hotel revenue and room night forecasting to determine best course of action relating to rates to successfully achieve targets.
- Create a respectful and caring, equitable, and positive work environment, which in turn contributes to the creation of a high performing workforce.



- Communicate effectively with all levels of the organization to ensure a flow of communication between management and staff through regular staff meetings.
- Maintain best practices to ensure continuous positive employee relations (engagement, conflict resolution, training/development, labour compliance, etc.)
- Maintain a positive working environment to attract and retain qualified talent.
- Use all resources, supplies/products, and materials effectively and with foresight to budgetary guidelines.
- Review financial statements with the department managers on a monthly basis and identify opportunities and strategies for improvement, where required.
- Participate in the preparation of annual budgeting process.

The above areas of responsibility are not all inclusive and may be amended from time to time.

QUALIFICATIONS & JOB SPECIFICATIONS:

- Minimum 3-5 years of successful hotel management experience
- Results focused, energetic leader capable of motivating, developing and working hand in hand with the entire team
- Exceptional leadership, interpersonal, and communication skills
- Proven success in delivering exceptional guest services, maintaining quality facilities and building an engaged team of employees
- Strong sales and revenue management background
- Ability to speak French a definite asset
- Sufficient Computer skills to allow proficient use of company issued software programs (Opera, Microsoft Office, etc.)
- Flexibility to put in the time required to run a business that is open 24/7
- Expected to travel from time to time

The Holiday Inn Express & Suites Kingston is committed to providing fair and accessible employment practices. If selected for an interview, we will be happy to work with you to ensure your interview is accessible and accommodation is provided if required. Our Human Resources Department will consult with the applicant to arrange for a suitable accommodation that takes into account the applicant's disability needs.

