

Hotel General Manager Job Description

- Keeping an eye on all the operations of the hotel, including activities of all departments
- Inspecting all the rooms regularly in order to check if they are keeping up with the hotel standards
- Responsible for recruiting, training, and supervising staff
- Responsible for managing budgets
- Planning maintenance works, events, and room bookings
- Managing and coordinating employees' duties (receptionist, janitor, clerks, and so on)
- Motivating workers and promoting teamwork to ensure optimum service and guests' needs are met
- Organizing and coordinating the use and rental of hotel spaces for social events, meetings, and parties, and conferences, etc.
- Ensuring good, smooth, and effective interaction with guests
- Monitoring daily and monthly revenue generated, as well as cost and expenses
- Keeping track of budgets and expenses, including reviewing financial reports and statements
- Upholding the guidelines established by the hotel owner and ensuring that employees adhere to the laid down rules and guidelines.