



**Moncton, N.B.  
INTERNAL JOB POSTING**

**ROOMS DIVISION MANAGER**

**BASIC RESPONSIBILITIES:**

To achieve sales, profitability, quality and customer service goals for the Rooms Division by developing and executing marketing strategies, controlling costs, and providing quality service and product to the customers.

- Achieves goal for REVPAR by developing and implementing strategies to increase sales and average rate
- Maximizes average rates by directing the yield management for the hotel. Monitors mix of transient and group business and implements strategies to achieve greatest room dollar sales on a daily, weekly, monthly and annual basis
- Assists in the development and coordination of the annual business plan and monthly profit and loss analysis by developing strategies to increase served market room sales index
- Achieves customer service goals while containing costs by overseeing the operation of the Front Office, Housekeeping and Service Departments
- Selects qualified employees and provides orientation and on-going training
- Implements the approved budget; monitors revenues and costs on a daily basis and takes corrective action when necessary
- Controls costs by adhering to standards of operations for forecasting, budgeting, scheduling, payroll control, and other Expense Management Systems
- Meets high levels of service by assisting the employees to provide superior customer service

**SKILLS, ABILITIES AND QUALIFICATIONS:**

- A minimum of 5 years management or supervisory experience in a full-service hotel
- Computer literate with knowledge of a variety of computer software applications including the Microsoft Office Suite (Excel, Access, Word, Powerpoint)
- Superior written and verbal communication skills
- Excellent organizational and time management skills with the ability to set priorities for self and others in the hotel
- Ability to develop and motivate staff to achieve challenging goals
- Able to work weekends and nights as required

**If you are interested in the above positions, please submit your resume to:**

**Trudy Jameson, Holiday Inn Express  
2515 Mountain Road, Moncton, NB  
E1G 2W4, or fax to (506) 859-6070 [tjameson@hiemoncton.com](mailto:tjameson@hiemoncton.com)**

**Deadline for Applications: Tuesday, October 7, 2008**