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| Title | Job Description |
| General Manager | * $50,000 * oversees all aspects of the resort operations including: guest relations, front desk, housekeeping, maintenance, finances, team building, and staff development * Degree in Business/Management * Experience in Management – Strong attention to detail - Experience creating payroll – Experience scheduling employee shifts * Interviewing – Hiring – Managing Salary – Coordinating all facility maintenance issues – Establishing and maintaining good business with customers |
| Director of Sales & Marketing | * $70,000 * Oversee marketing strategy - analyze market potential & profitability - Develop strategies to achieve greatest number of sales, implement marketing strategies through research, product development, advertising, and sales promotion programs – monitor, review & report on all marketing activity & results * Degree in Business/Marketing * Experience in developing & maintaining marketing strategies – experience in customer & market research – experience with relevant computer software – excellent written & verbal skills * Develop and manage all electronic media campaigns – Create and manage all print and direct mail – Develop and manage the directional advertising program for all brands – Manage other prospect acquisition methods determined feasible of worthy of testing |
| Chief Engineer | * LAURA |
| Maintenance Manager | * $55,000 * No degree required * Good organizational skills – Strong mechanical aptitude – Basic understanding of PLC – Ability to understand and work from mechanical and electrical prints * Muscular and cardiovascular endurance are required, along with upper and lower body manipulation functions in order to perform functions required to maintain machinery such as bending, twisting, and reaching motions. Tight gripping, cupping, clamping hand and wrist motions are required to support, carry, and maneuver up to 75 lbs. of objects/glass to platform heights of 3 feet in a manner considered safe for self and others |
| Resident Manager | * $50,000 * The resident engineer oversees maintenance throughout the facility. They also perform technical duties in planning, designing and coordinating construction and maintenance throughout the facility * Supervises maintenance staff - Supervises inspectors, administrators and vendors - Provides technical advice to managerial staff - Estimates quantities of materials needed for projects - Estimates cost of materials needed for projects |
| Controller | * $165,000 * Master’s Degree * This position is accountable for all accounting operations within the company. Responsible for coordinating financial planning, debt financing and budget management. Will produce periodic financial reports and maintain adequate accounting records * Ensure that receivables are collected promptly - Ensure that all reasonable discounts are taken on accounts payable - Provide for a system of management cost reports - Maintain the chart of accounts - Manage outsourced functions |
| Executive Housekeeper | * $40,000 * Experience in field, Must be certified by the International Executive Housekeeping Association. Bachelors is not required but encouraged * Develop a cleaning schedule and assigning specific responsibilities to each staff member to ensure all tasks are covered * Direct and control the buildings housekeeping staff. Supervises and coordinates cleaning and housekeeping tasks within the buildings. |
| Front desk manager | * $43,000 * Degree in Hospitality/Hotel Management * 3-5 years experience in front office -Previous lead/supervisory experience required - Proven track record of Customer Service excellence * Ensure efficient guest registration, check out and telephone service.  Observe front desk agents and ensure that established procedures are completed in accordance with policy and procedure i.e. proper guests are handled both courteously and professionally, proper identification and credit are established for all transitions.  Direct and train front desk staff and operators.  Assist in new hire and ongoing training.  Assist front desk staff in organizing breaks, ensuring that all work is completed efficiently and according to schedule. |
| Human Resources Manager | * $81,000 * Master’s Degree in Human Resources * Manage the needs of a company's employees. They develop and manage employment programs, salary compensation and job evaluations, benefits, promotions, equal opportunity initiatives, and education and training programs * Will provide an employee-oriented; high performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce * Recruiting and staffing – Organizational department planning – Performance management – Improvement systems |
| Catering Director | * $50,000 * Provide excellent guest service – attend all appropriate functions – conduct weekly meetings * Meet with potential clients to determine the needs of the event - see an event from its planning stages into completion, helping to plan the food service, designing and serving the menu, and cleaning up after the event |
| Executive Chef | * $40,000 * Bachelor’s degree in Culinary * Maintaining impeccable personal hygiene as well as high work and safety standards in the workplace is incredibly important * maximize the productivity of the kitchen staff, as well as managing the sous chef |
| Sous Chef | * $30,000 * Degree in Culinary * Must possess the ability to quickly and authoritatively delegate job tasks to a large staff. They must also be able to draw upon their considerable experience as a culinary chef who has worked in many different roles and settings in order to effectively coach and mentor junior chefs. * Plan and direct food preparation in a kitchen. Supervising other kitchen staff, as well as keeping an eye out for problems that arise in the kitchen and seizing control of a situation at a moment’s notice. Effectively discipline underperforming staff members, as well as provide incentives for staff members to go above and beyond the expectations of their particular chef roles. |
| Steward | * $40,000 * The steward supervises the kitchen staff. They do not perform any cooking. Makes sure kitchen equipment and utensils are clean and orderly and that the kitchen itself is also clean and orderly. They move supplies from and equipment form storage to work areas. If needed they help the dining room staff with scraping food and stacking plates * Keeps kitchen equipment clean and organized - Move cooking supplies from storage to work space as required - Sort garbage and clean containers - Wash work spaces - Assist dining room staff as needed |
| Banquet Chef | * $40,000 * Associate’s Degree * Upkeep of recipe database – Assist in receiving orders – Training all banquet staff * Costing of all banquet menus |
| Administrative Assistant | * $35,000 * Bachelor’s Degree required * Provide administrative support. General clerical, receptionist and project based work. Project a professional image through in-person and phone interaction. * Answer telephones – Meet and greet clients – filing – coordinate meetings |
| Beverage Manager | * $33,000 * Experience in field, Degree in Hospitality Management in encouraged * Hiring and training employees, overseeing the ordering and inventory of all beverages * Oversee entire beverage operation of hotel and convention. Plan and organized how beverage system will be set up. Evaluate the effectiveness of the system in terms of beverage selection, pricing and customer response |
| Director of Recreation | * $31,000 * Degree in Recreation field * Plan, organize and schedule activities for organizations and groups. Must promote [healthy living](http://www.ehow.com/health/) and exercise through their programs |
| Fitness Director | * $70,000 * Bachelor of Science Degree in Recreation, Physical Education or a related Field. * Hire and supervises class instructors. Creation of new programs based on demand and trends. Ensures that all staff is certified, trained and working to create a safe environment. Oversees fitness budget and purchases necessary supplies. * Coordinating all athletic and wellness programs at fitness facility. |
| Reservations Manager | * $35,000 * Oversees the room reservation staff to ensure maximum customer satisfaction. Trains reservations agents and front desk operators to make room reservations for customers. Forecasts regular room bookings and designs promotional programs to increase the sales of un-booked rooms. Handles any room disputes * Supervises room reservation staff - Trains staff to make reservations for customers - Predicts regular room bookings - Designs promotional material to sell rooms - Resolves room disputes |
| Convention Coordinator | * $30,000 * Bachelors Degree in Marketing, Public Relations, Hospitality Management, Business or Communications * Must be detail-oriented, organized, written and verbal communication skills, work under pressure, able to deal with deadlines. Must be flexible and capable of multi-tasking. And must be able to work long hours * Coordinate every aspect of event or function, calculate budgets for proposed events. Coordinating of events can include arranging schedule, selecting entertainment, choosing vendors if needed, procuring accommodations, also expected to be onsite during the event and overseeing set-up and figure out any issues that may arise. |
| Banquet/Catering Manager | * $40,000 * Bachelor’s or Associate Degree in Food Service or Hospitality Management * Ensures customer satisfaction before, during and after the event. Have complete understanding of financial and organizational aspects of banquet and catering area. * Oversees all aspects of a banquet or event. This includes set-up, menu selection and food preparation, serving, and cleanup. |