

# **\*\*POSITION OPENING\*\***

## **ASSISTANT HOTEL MANAGER**



**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos –Thief River Falls, MN  
**OPENS:** April 6, 2021  
**CLOSES:** May 4, 2021

### **POSITION OBJECTIVES:**

The Assistant Hotel Manager is responsible for assisting the Hotel Manager in successfully operating the Hotel, Water Park and Gift Shop in a manner that is in compliance with applicable rules, regulations and applicable laws and within the approved budget.

### **DUTIES AND RESPONSIBILITIES:**

#### **Leadership:**

- Provides support and leadership to the Team Members so they may achieve their jobs successfully.
- Responsible for training, coaching and performance evaluation of all assigned Team Members.
- Develops and implements schedules to meet guest service standards while maintaining fiscal responsibility.
- Recommends as appropriate, recommendations and suggestions to recognize, reward, transfer, suspend, terminate, recall, promote, discharge, evaluate, and/or discipline employees within the department, as necessary.
- Works various necessary shifts and positions in order to meet Guest demand to assure coverage.

#### **Communications:**

- Regularly interfaces with direct reports and ensures that communication flows to all associated Team Members.
- Takes steps to ensure that people absorb what is communicated to them, explains “the why” of our direction and tailors communication to people's level of understanding.
- Assures all reports are completed in a timely manner.
- Maintains an open door policy to listen to Team Member ideas and concerns.
- Is the expert in various required software in order to train Team Members as needed.

#### **Department Operations:**

- Follows both short and long-term goals that keep operations on budget.
- Actively observes individual and departmental progress and seeks, collects and reviews performance information with departmental Managers and team members.
- Ensures required supplies are available for staff members to provide the necessary levels of guest or support services.

### **REQUIRED QUALIFICATIONS:**

Five years' experience as a supervisor or higher in the Hospitality industry is required. An Associate's Degree in Business Administration or related area from a two-year college or university is preferred.

### **SEND COMPLETE APPLICATION/RESUME REQUEST TO:**

[victoria.mostrom@7clans.com](mailto:victoria.mostrom@7clans.com) Human Resources Office,  
20595 Center St E. Thief River Falls, MN 56701, 1-800-881-0712  
Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)

