



## Quileute Tribal Enterprises

JOB TITLE: Ocean Side Resort Manager  
ORGANIZATION: Quileute Tribal Enterprise – La Push WA  
SUPERVISOR: Enterprise Director  
SALARY RANGE: DOE

### **Summary**

The Manager oversees all aspects of the resort operations, including: guest relations, front desk, housekeeping, maintenance, finances, and staff development. The Manger must possess strong communication skills, both verbal and written. Manager must demonstrate strong leadership skills. Must be able to delegate responsibilities, organize complex projects and establish organizational priorities consistent with Oceanside Resort goals and objectives.

### **DUTIES and RESPONSIBILITIES**

- Responsible for overall management and operations according to policy, plans, and long-range goals. Reports to the Enterprise Director and the Enterprise Board.
- Responsible for establishing and maintaining internal control systems
- Creates an environment that affirms consistency and ensures guest satisfaction.
- Responsible for staffing and scheduling and coordination of hours of operation
- Provides supervision and training to employees; and prepares evaluations.
- Prepares and Monitors: budgets, expenses, inventories, and revenue.
- Ensures: daily cash receipts are recorded timely
- Reviews and Approves: financial reports, vendor purchases and payroll
- Develops accurate and detailed financial plans
- Consults with accountants and auditors on a regular and / or annual basis
- Establishes: preventative maintenance programs and identifies areas of concern
- Reports on projects and contractors and completion status
- Prepares: marketing plans to increase occupancy and heightened awareness of property
- Involved in an appropriate level of community and public affairs
- Enforce and abides by all Quileute Tribal Enterprises Personnel Policies and Procedures

## **QUALIFICATIONS:**

- Management experience of five years in the Hospitality Industry and or two-year degree with equivalent combination of experience
- Strong background in accounting and or fiscal management
- Excellent computer skills, accurate and detailed oriented
- Possess viable transportation and maintain a valid Washington State Drivers License
- Highly motivated, neat and clean appearance, courteous and proficient
- Communicates clearly and effectively and with staff and guests
- Knowledgeable and successful with conflict resolution
- Ability to work long hours in a fast-paced environment
- Available to manage all aspects of operations, maintenance and /or emergencies
- Work holidays and weekends; especially during peak season
- Must be able to live and work in a tribal business environment

## **SPECIAL REQUIRMENTS**

The statements contained herein reflect the general detail as necessary to describe the principle functions of this position, level of knowledge and skill typically involved, and the scope of responsibility, but should not be considered an all-inclusive listing of work-related requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences, or relief, to equalize peak work periods or balance the work load.

Interested persons: send job application, resume and letter of interest, to the following address:

### **Quileute Tribal Enterprises**

C/O Personnel Department

P.O. Box 67

La Push, WA, 98350

Visit our website to download a job application at: [www.quileutenation.org](http://www.quileutenation.org)

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473) there will be no discrimination in selection because of race, color, age, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American /Alaskan Native.