



## Operation Manager

- **Vacancy for:** 1
- **Posted on:** Sept. 6, 2017
- **Deadline:** Oct. 9, 2017, 11:59 p.m.

### Basic Job Information

Job Category	: Hospitality > Hospitality/ Travel/ Ticketing/ Tour
Job Level	: Top Level
Employment Type	: Full Time
Job Location	: Bharatpur, Central Development Region, Nepal
Offered Salary	: NRs. 35,000 - 50,000 Monthly

### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 4 years
Professional Skill Required	: Leadership, Decision-Making, Communication, Operation Management, Organisation Skills

### Other Specification

- Proven work experience as Operation Manager
- Leadership & organisational skills
- Adequate knowledge of Organisational Effectiveness and Operations Management
- Ability to effectively communicate with all levels of the organisation
- Basic IT Skills in Ms Office

### Job Description

- Fully responsible for all aspects of all departments.
- Support & work with all heads of departments in all aspects of running this hotel
- Ensure the premises are in operative condition as per category of the unit to receive & serve the guests
- Conduct regular operations team meeting with all the HOD weekly to discuss routine operational matters, sales targets, Guest Satisfaction Tracking System feedbacks & action taken for service recovery & also any staff issues. Minutes of the meeting to be sent to MD.
- Monitor the co-ordination between all departments for smooth & efficient operations
- Monitor the purchase/ re-questions of each departments, the accounts receivable( collection from debtors ) & the accounts payable ( payable to vendors/ suppliers)
- Monitor & maintain operations & overhead cost in order to maintain maximum revenues to the organisation
- Responsible for the overall management of the operation of the hotel

**Note:** Candidates with related field (**Hospitality**) are only encouraged to apply.

**We do not entertain irrelevant applications.**

### Applying Procedure

Apply Link : <https://merojob.com/operation-manager-37/>

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