A Christianson Companies property, Best Western Grand Forks, is seeking a General Manager. The hotel manager will oversee the management of the entire hotel staff to meet financial goals and uphold customer satisfaction. The General Manager ensures that all policies and procedures are followed to uphold company standards.

**Key roles and responsibilities:**

Leadership/Management of hotel staff

Long-term Financial Forecasting and Development

Guest Service

Assist with Sales & Marketing

**Skills, Educational Background and Experience:**

Bachelor’s Degree or equivalent years of relevant work experience required.

Previous experience as a hotel General Manager or Assistant General Manager highly preferred.

5+ years of management or supervisory experience required.

Accounting or financial budgeting experience required.

Experience in all phases of hotel management, including sales and marketing, daily management of all areas of operations involving human resources, food and beverage, budget management, rooms, housekeeping, maintenance, and landscaping.

Prior experience using Windows-based software including Microsoft Word, Excel, and Outlook highly preferred.

Must possess leadership skills to motivate and train staff to ensure accomplishment of goals.

Must have solid long-range planning and development skills.

Excellent organizational and prioritization skills.

Excellent decision maker.

Ability to work independently.

Superior customer service skills.

Excellent communication and presentation skills.

Able to work a flexible schedule.

Salary range - $70,000 to $80,000

Benefits Offered: Health, Dental, Vision, Life, Voluntary Benefits, Flex Spending, H.S.A, 401k, PTO

Full job description available upon request