



Address: Max Tower
Juulchin Street – 4/4 POX-B-433
Ulaanbaatar -15141, Mongolia

Telephone: (976) - 11322323

Fax: (976) – 11312332

Website: www.maxgroup.mn

Job Description for General Manager, Ramada Ulaanbaatar

As the top manager of the hotel, the GM shall have overall accountability, responsibility and authority for the management of the business, and its day to day operations. Other key responsibilities include:

- Manage all aspects of the functioning of the business including planning, managing, monitoring, evaluating and analyzing
- Develop and implement operational policies, strategic plans, and annual operating plans within the framework of the long terms directions approved by the senior management
- Promote a culture that reflects the organization’s values, encourages good performance, and rewards productivity
- Direct, motivate and maintain a competent, well-trained, flexible and responsive staff capable of meeting current and future needs
- Stays abreast of current trends related to hotel industry in Mongolia and anticipates future trends likely to have an impact on the business
- Draw up plans and budget concepts (revenues, costs, etc.)
- Developing improvement actions, carry out costs savings
- Supervise and manage Department Heads and Assistant Managers
- Ensure an adequate administration, for the outgoing and incoming invoices, for the payment of invoices and for drawing up periodical management data



Desired Skills & Experience

Education:

- General education related to hospitality, on middle and higher management level.

Work experience:

- At least 5 years experience within the hotel industry in Hotel Management.

Professional skills

- Excellent written and verbal English skills
- Knowledge of Mongolian can be advantageous, not a requirement
- Proficiency in major computer applications such as Outlook, MS Word, MS Excel programs.
- Experience with several hotel operation systems, Opera, Fidelio
- Skillful in project planning and able to prioritize projects/ tasks.

Personal skills:

- Excellent managerial capacities
- Highly organized and efficient individual
- Pro-active and result driven Flexible
- Both team player and captain (hands-on)
- Ability to adapt vision and proven flexibility

About Max Group

Max Group is a privately held Mongolian conglomerate with a diversified portfolio of operations and over 2,000 employees. Our business model focuses on supply and value chain control and responsiveness to changing demand from the market. Since Max Group's foundation in 1992 we have developed operations in restaurant management, hotels, dairy products, construction, agriculture, mining and other areas of business.



We have a very experienced Mongolian management team which has consistently achieved success within country due to its strong leadership, excellent people management skills and its ability to identify and execute on high quality innovative solutions.

Ramada Ulaanbaatar has been operational since 2010, and is one of the most successful hotels, attracting business and leisure travelers in Mongolia.