



Hotel Cerro Job Description

Position Title: Revenue Manager

Lines of communication: Reports to: Shaun & Beverley Matthews

Position Summary:

The Revenue Manager has the primary goal of maximizing revenue for the hotel. This position will establish and maintain budgets and sales and pricing strategies.

Duties and Responsibilities will include but not be limited to the following:

- Creates pricing strategies and sets room rates and other prices in order to keep the hotel competitive
- Assists in creating promotional campaigns in order to generate business
- Negotiates agreements with online travel agencies to maximize occupancy and ADR
- Works with Front Desk personnel to track customer trends and reservations
- Communicates with the Sales Teams to gather sales figures to forecast future demand and pricing trends
- Conducts competition analyses and analyzes economic trends to determine the demand for hotel reservations based on tourism and business travel
- Tracks the Hotel's revenue
- Works with various departments within the hotel to create a budget and use accounting processes to determine the hotel's revenue after expenditures
- Reports financial information to general managers and makes suggestions for increasing revenue through changes in pricing and efforts in generating more business
- Conduct meetings and submit reports

Prerequisites:

- Must have excellent analytical, communication, customer service and organization skills
- Must have excellent written and verbal communication skills
- Must have the ability to focus a group on achieving the same goal of creating revenue
- Must have high attention to detail
- Must have above average math skills
- Must have the ability to meet deadlines
- Must be able to develop pricing strategies, including building rates for rooms and packages and determining discounts and specialty rates
- Must be able to forecast pricing and revenue based on demand and market trends
- Must be able to evaluate trends in the economy and hospitality industry
- Must be able to create promotional plans to increase revenue
- Must be able to understand inventory management processes
- Must be able to generate revenue reports
- Must have strong leadership skills

Education

- A bachelor's degree in one of the following:
 - statistics
 - marketing
 - mathematics
 - finance
 - accounting
 - economics
 - management
 - Or at least 5 years of experience in the field
 - Or a combination

Experience

- Must be proficient in Microsoft Office applications