



## GENERAL MANAGER

Our client, The Thompson Inn is conveniently located in the Heart of downtown Thompson, Manitoba. This centrally located hotel offers 44 hotel rooms with queen size beds which include 35 newly renovated rooms that feature all of the major amenities. This establishment features a beverage room that seats 300 people, a 90 seat lounge, full 45 seat Chicken Delight restaurant and a 60 seat banquet room. The Inn is conveniently located directly across the street from an enclosed major shopping mall with a Canadian Tire store. The Thompson Inn has a busy and vibrant on-site beer vendor which has the largest variety of cold beer products in Thompson.

Reporting to the Director of Operations, the General Manager will be responsible for the overall management of the establishment (including the restaurant) which includes:

- All operations of the establishment including the achievements of results and day-to-day operations of the business.
- Ensuring and enforcing all safety and health rules, policies and regulations and Manitoba Liquor Control Commission regulations.
- Ensure the proper development and training of all new employees and employee performance evaluations are conducted to all employees.
- Developing and reviewing all cost summary reports and evaluating the profitability of all functions while undertaking corrective actions as required.
- Keeping the Management team informed on any and all issues relating to the operations of the business.
- Enforce all company policies and operating procedures.
- Conduct staff meetings and approve overtime of time.
- Develop and ensure proper daily/weekly work scheduling of all employees.
- Review all monthly accounting reports.
- Establish high quality standards and ensure compliance in achieving these standards, plus customer satisfaction.

The successful candidate will have a high school diploma with additional schooling in hotel management (preferred). You must possess at least 3 years in a management position dealing with a functional organization and at least 2 years supervisory and managerial capacity. General experience must include the following areas: hotel, food and beverage sales, marketing operations and general administration. Supervisory/ managerial experience must include budgeting, scheduling and personnel management. A valid driver's license, Management level- "It's Good Business" Certification, WHMIS Certification and Food Handling Certification are preferred.

The ideal candidate will have the ability to manage multiple responsibilities and have significant knowledge of the hotel industry and suppliers. Having a good knowledge of accounting and finance, profit loss responsibility is vital. You will have strong communication and comprehension skills combined with strong decision-making and problem solving skills. Excellent interpersonal skills, with demonstrated capacity to work effectively with people from diverse backgrounds would be desirable. Experience working within a unionized environment an asset.

If you believe you can make a strong contribution to this organization in the role of General Manager, please contact Charlene Ramkissoon at 204.943.0553 ext. 209, or submit your resume in confidence to [083181.legacy@hiredesk.net](mailto:083181.legacy@hiredesk.net).



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