

## JOB VACANCY

HDC (161)-HRM/IU/2021/66  
13<sup>th</sup> February 2022

### **Manager, Hospitality Business Business Solutions**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

- Masters or MNQF Level 9 Qualification in Hospitality Management/Business with minimum 2 years of experience in Hospitality and Tourism Management.
- Degree or MNQF Level 7 Qualification in Hospitality Management/Business with minimum 5 years of experience in Hospitality and Tourism Management.

#### **OVERALL SCOPE**

Responsible for managing and handling all business activities related to tourism business under Hospitality Business Management Section in the department.

#### **SCOPE OF WORK**

- Remain updated on latest tourism and hospitality trends around the world and incorporate them appropriately.
- Determining new investment opportunities through market research and trends.
- Developing new business strategies according to the law and legal procedures.
- Promote the products/services addressing or predicting clients' objectives.
- Analyze data and generate reports to identify potential for business growth and improve performance.
- Ensure both the company and clients adhere to contract terms.
- Study competition to find new ways to retain customers and develop new markets.
- Set sales and revenue targets and work diligently to meet them.
- Seek new areas of business to meet revenue targets.
- Conduct product/service development & handle products & services portfolio.
- Ensures that sales efforts are progressing and meeting goals, targets, etc.
- Establish yearly budget for marketing and controlling expenditure.
- Establish relationships with tourism stakeholders and identify opportunities for new contracts.
- Assess risks and makes recommendations based on a thorough analysis of all factors involved in a business situation.
- Seek business growth opportunities through partnerships and new initiatives.

#### **JOB SKILLS AND SPECIFICATIONS**

- Proven work experience as hospitality, tourism or business manager for 4 years.
- Knowledge of the best practices and procedures for tourism and hospitality operations.
- Excellent communication, leadership, relationship building and interpersonal skills.
- Problem-solving aptitude.
- High level of responsibility and accountability.
- Strong management and organizational skills.
- Proven track record of meeting and exceeding targets.
- Understand how to present features and benefits of product and services to customers with differing needs.
- Extensive knowledge of various tourism-related trends.
- Excellent analytical and presentation skills.
- Excellent proficiency in Microsoft Office Packages such as Excel, Word, etc.

#### **SALARY PACKAGE:**

Salary negotiable based on qualification and experience.

#### **REQUIRED DOCUMENTS**

- Accredited certificates,
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 20<sup>th</sup> February 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516