

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-275-2022
Company Name	Guita Bed&Bloom
Industry	Hospitality, Agriculture, Wellness
Vacancy	Operations Manager
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT, PT, seasonal
Major(s)	BS
Degree	Hospitality, Business, Marketing, Communication...
Years of Experience	Between 0 and 10
Location	Majdal Akoura and remote work
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<p>About the role: At Guita, we want to deliver an amazing experience to our guests, from booking to checking-out as well as handling some behind the scene operations and administrative duties. For that, we are looking for an operations/floor manager to work in the guesthouse but also handle certain tasks remotely. To make it happen, we count on you to lead the following areas:</p> <ul style="list-style-type: none"> ● Full-time: <ul style="list-style-type: none"> ○ Schedule: <ul style="list-style-type: none"> ■ 5 days a week ■ Combination of weekdays and weekends ■ Combination of mainly field (at Guita) and off-field work ■ Weekly/Monthly plan to be set every week/month ○ Remuneration: <ul style="list-style-type: none"> ■ Monthly salary: 5 million LBP per month, to be reviewed after 2 month of work. ■ Transportation: All transportations to/from the guesthouse will be covered

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- **Tips:** Tips would be distributed equally among all the Guita staff
 - **F&B:** fully offered while in the guesthouse.
 - **Accommodation:** Private room in the guesthouse.
 - **Part-time:**
 - **Schedule:** 2 to 3 days per week, either weekdays, weekends or a combination of both
 - **Remuneration:**
 - **Fixed pay per day:** To be decided
 - **Transportation:** All transportations to/from the guesthouse will be covered
 - **Tips:** Tips would be distributed equally among all the Guita staff
 - **F&B:** fully offered while in the guesthouse.
 - **Accommodation:** Private room in the guesthouse.
- 1. Floor related tasks:**
- Handle guests checkin-checkout procedures
 - Manage the guests experiences: Food, activities and other requests
 - Manage the food & beverage related tasks: Mainly coordinate f&b needs between guests, kitchen and staff to make sure meals/menus are all well planned, prepared and delivered on time.
 - Manage the stock
 - Supervise the housekeeping.
 - Supervise the maintenance of the guesthouse.
 - Ensure a safe and friendly working environment for staff.
- 2. Office related tasks:**
- Manage the bookings.

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- Handle some of the Communication/Social media tasks
- Take care of some financial related tasks:
 - Processing expenses sheet and invoices
 - Filing / updating and following up on clients/ suppliers' statement of accounts
- Handle some procurement related tasks:
Communicating with vendors and clients for order information, shipment status, and shortage claims