



General Manager

Location: Amsterdam Inn & Suites – Florenceville-Bristol, NB

Job Summary:

We are seeking a dynamic and experienced General Manager for our Hotel, Restaurant, and Banquet Center in Florenceville-Bristol, NB. The General Manager will oversee daily operations, maximize revenue, enhance guest satisfaction, and lead staff across all departments. This role requires hands-on leadership, including managing all aspects of the new hotel opening, stepping in where needed, and ensuring the property runs smoothly and efficiently.

Key Responsibilities:

- Conduct interviews, hire, and train department heads, supervisors, and staff; manage performance evaluations, resolve issues, counsel staff, and oversee disciplinary actions and terminations.
- Oversee all hotel operations, including the front desk, maintenance, housekeeping, guest experience, food & beverage, and handling guest complaints.
- Develop and manage monthly/annual forecasts, budgets, expenses, and payroll to achieve financial goals.
- Develop and implement sales strategies to meet financial targets, maximizing revenue and profitability.
- Utilize Revenue Management tools and analytics to optimize profits and forecast short and long-term goals.
- Manage room inventory and rates across booking channels to maximize net revenue contributions.
- Monitor guest satisfaction and implement improvements as needed.
- Develop health and safety policies to ensure a secure environment for guests and staff.
- Collaborate with sales and marketing to drive business growth and meet occupancy targets.
- Be prepared to fill in and work in any area of the hotel when necessary.
- Perform any other job-related duties as assigned.

Qualifications:

- Bachelor's degree in Hospitality Management or a related field.
- 5+ years of senior leadership experience in a hotel or hospitality setting.
- Proficiency in hotel operations, marketing plans, safety programs, and personnel management.
- Strong leadership, communication, and problem-solving skills.
- Proficient in MS Office; knowledge of F&B operations is a plus.
- Flexibility to work weekends, holidays, and assist co-workers in different roles as needed.



www.amsterdaminnns.com



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-Must be able to live in close proximity to the hotel location.

Competencies:

- Customer-focused, team-oriented, and results-driven.
- Professional, dependable, and capable of leading by example.
- Flexibility and adaptability to step into multiple roles and handle various tasks as needed.

More Details:

Job Type: Full-time

Pay: \$65,000.00-\$75,000.00 per year

- Company events
- Company pension
- Dental care
- Discounted or free food
- On-site gym
- On-site parking
- RRSP match
- Vision care

To apply: Send Resume & Cover letter to janet.johnston@amsterdaminns.com



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