

Handcrafting Hospitality in Cambodia

MAADS has been acting as operator for several privately owned well-known boutique hotels, restaurants and shops in Cambodia for a number of years. All projects have a consistent identity: strong character, central locations, set in pleasant and green environments. They aim to reflect a sense of harmony and serenity, respect architectural heritage and provide a personalized service. MAADS actively promotes regional culture and responsible tourism, and strives to always positively maximize guests' experience of its destinations whilst supporting the well-being of its teams.

Templation properties are operated by MAADS (see www.maads.asia for more details). The Templation brand was created in 2016 for the creation of the resort next to Angkor Archeological Park. Templation is now growing into a group as the opening of several new entities are foreseen; several hotels, a residence, restaurants and a hotel school. The Hotel school purpose is to become a Corporate Social Responsibility initiative, effectively training future team members.

Summary

The Project Manager will be in charge of

- Coordinating the pre-opening of 2 hotels in Phnom Penh and 1 on Koh Rong Samloem.
- Supporting existing operations, initially DIB Club in Phnom Pen.
- Assisting the school director and architect in defining the school infrastructure.

Detailed Responsibilities

Pre-opening of Designated Properties

Project Management

- Coordinate internal resources and third parties/vendors for the flawless execution of the projects.
- Prepare retro-planning schedules, opening checklists and project action plans to track progress.
- Regularly meet with founders to report on progress and challenges.

Infrastructure

- Pilot the hotel infrastructure development in coordination with the architect.
- Review technical aspects of the plans (storage, office spaces, circulations, workshops...)
- List and source equipment.
- Prepare equipment budgets.
- Regularly liaise with architect to align progress and opening schedules.

Marketing

- Work in collaboration with the Marketing Manager to develop marketing strategies, plans and tools.

Human Resources & Training

- Implement clear Human Resources structure & tools.
- Create team orgcharts and recruitment schedules.
- Coordinate the recruitment of the management teams.
- Assist GMs to create and implement Standard Operating Procedures for all departments.

Finances

- Implement finance and reporting procedures.
- Supervise the accounting, control expenditures, salaries until the opening.
- Prepare preopening budgets and capital expenses projections.

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Procurement

- Define all equipment requirements.
- Source and budget all equipment.
- Determine outsourcing requirements (eg. laundry)
- Source suppliers and implement procurement procedures.
- Organize Property Management System and accounting software installations.
- Purchase required insurances.

Support Existing Operations – DIB Club

- Assist the GM in reviewing the current business operation in order to match with the operation of the upcoming adjacent hotel.
- Assist the GM to review and improve standards of operation (service, maintenance...).
- Review HR, accounting and administration procedures.

General

- Have complete knowledge of the company's policies (fire, security, handbook, etc.)
- Attend all training sessions scheduled by the management
- Always keep a very good and professional attitude towards all colleagues
- Maintain excellent grooming standard at all times
- Report accidents, injuries and unsafe work conditions to supervisors
- Occasionally perform other duties and assist with special projects as assigned.

Reports to: MAADS founders.

Profile

- Degree in hospitality management or equivalent required
- Previous successful leading position in similar size and standard hospitality businesses preferred.
- Previous experience in opening or re-launching hotel businesses preferred.
- Capable of supervising budgets and control costs.
- Demonstrated ability to plan, organize and prioritize responsibilities in order to consistently meet deadlines.
- Excellent communication skills.
- Fluent in English. French, Khmer or Chinese being a plus.

Conditions

From 9am to 6pm, 1 hour lunch break, 5 days per week and 1 Saturday per month.

Occasional evening and weekend work necessary to meet deadlines or attend events.

Regular travel to Koh Rong Samloen required.

Position based in **Phnom Penh**

Closing date: **31 January 2020**

Please send CV (2 pages max) and cover letter to: carmen@templation.asia and hr@maads.asia
www.maads.asia

Please note only locally present and shortlisted candidates will be contacted.