



Job Advert

Assistant Lodge Manager Permanent

The Assistant Lodge Manager assists the Lodge Manager to oversee, coordinate and direct the service, operations, logistics and activities of the Lodge, befitting Sanbona Wildlife Reserve. The position takes responsibility for the smooth and efficient operation of the Lodge as their primary operational responsibility.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to anticipate future circumstances, conditions and requests and use these scenarios to plan for the future▪ Operates comfortably in an environment of high levels of ambiguity▪ Ability to recognise safety or security concerns
Academic Qualifications and Background	<ul style="list-style-type: none">▪ Diploma or equivalent in Hospitality Management / Leadership▪ Extensive Background in Lodge Operations
Work Experience	<ul style="list-style-type: none">▪ Three years of previous experience in a similar position within the operations of a luxury 5-Star Lodge
Job technical Skills	<ul style="list-style-type: none">▪ Proficient in International styles of service▪ Proficient in the application of Up-Sell and Cross-Sell strategies▪ Proficient in property specific management software▪ Proficient in the application of Financial good practice▪ Conversant with specialist terminology▪ Code 8 Drivers license with PDP▪ Proficient in Microsoft packages such as Excel, Word, Outlook
Personal Qualities	<ul style="list-style-type: none">▪ High degree of confidentiality and protection of sensitive information▪ Committed to creating environments and systems that enable the delivery of exceptional and personalised services▪ Works to create a work environment that encourages high levels of engagement with the company▪ Persistent in establishing effective systems and process activities▪ Effective in creating and fostering an environment of collaboration and commitment▪ Demonstrates exceptional levels of integrity, fairness and empathy▪ Presents impeccable grooming and deportment
Business Values	<ul style="list-style-type: none">▪ Embraces, supports and models organisational values and culture

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.com by no later than **15 September 2022**.*

CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects.