



# Job Advert

## Lodge Manager Permanent

The Lodge Manager oversees, coordinates and direct the service, operations, logistics and activities of the Lodge, befitting Sanbona Wildlife Reserve. The Lodge Manager takes responsibility for the smooth and efficient operation of the Lodge as their primary operational responsibility.

Dimension	Job Requirements
<b>Thinking Ability</b>	<ul style="list-style-type: none"><li>▪ Ability to anticipate future circumstances, conditions and requests and use these scenarios to plan for the future</li><li>▪ Ability to correctly communicate detailed information and instruction to others</li><li>▪ Operates comfortably in an environment of high levels of ambiguity</li><li>▪ Ability to recognise safety or security concerns</li></ul>
<b>Academic Qualifications and Background</b>	<ul style="list-style-type: none"><li>▪ Diploma or equivalent in Hospitality Management / Leadership</li><li>▪ Extensive Background in Lodge Operations</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>▪ 5 years of previous experience in overseeing operations of a luxury 5-Star Lodge</li></ul>
<b>Job technical Skills</b>	<ul style="list-style-type: none"><li>▪ Proficient in International styles of service</li><li>▪ Proficient in the application of Up-Sell and Cross-Sell strategies</li><li>▪ Proficient in property specific management software</li><li>▪ Proficient in the application of Financial good practice</li><li>▪ Proficient in the management of the various booking channels</li><li>▪ Proficient user of Microsoft Office software applications</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>▪ High degree of confidentiality and protection of sensitive information</li><li>▪ Committed to creating environments and systems that enable the delivery of exceptional and personalised services</li><li>▪ Works to create a work environment that encourages high levels of engagement with the company</li><li>▪ Persistent in establishing effective systems and process activities</li><li>▪ Demonstrates exceptional levels of integrity, fairness and empathy</li><li>▪ Emotionally stable, even tempered and calm when faced with challenges</li><li>▪ Maintains positive outlook in most challenging situations and circumstances</li></ul>
<b>Business Values</b>	<ul style="list-style-type: none"><li>▪ Embraces, supports and models organisational values and culture</li></ul>

*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](mailto: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.