



Job Profile

Job Title:	Project Manager (Temporary)
Department:	Maintenance
Reports to:	Department Manager

About the job:

The Project Manager is in charge of handling key maintenance projects. Project manager responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects in accordance with Casa del Mar (CDM) policies and guidelines. Set deadlines, assign responsibilities, and monitor and summarize progress of project. Prepare reports for upper management regarding status of project.

Knowledge & Skills

- Lead and direct the work of others.
- Strong supervisory, planning and time management skills
- Knowledge of principles of processes for providing guest services in hospitality.
- Knowledge of standard safety and emergency procedures.

Education & Experience

- Bachelor's Degree in appropriate field of study or equivalent work experience
- Two to four years of experience in the field of project management. Familiar with a variety of the field's concepts, practices and procedures.
- Experience in a major resort, hospital, or building, in a supervisory capacity.