



904.355.1831  
245 Riverside Avenue, Suite 300  
Jacksonville, FL 32202

[VestaPropertyServices.com](http://VestaPropertyServices.com)

## **JOB DESCRIPTION**

**JOB TITLE:** General Manager Amenity

**FLSA STATUS:** Exempt

**COMPENSATION GRADE:** 6

**HOURS:** Full Time

***\*\*Please send resumes to Julie Cortina([jcortina@vestapropertyservices.com](mailto:jcortina@vestapropertyservices.com)) and Steven Giovanniello([sgiovanniello@vestapropertyservices.com](mailto:sgiovanniello@vestapropertyservices.com)) to schedule an interview\*\****

## **COMPANY OVERVIEW**

At Vesta Property Services our philosophy is to provide a hands-on learning environment that utilizes one's professional expertise and knowledge; in turn, you gain the exposure and experiences this industry has to offer! Vesta Property Services provides exceptional property management services to residential associations and developers across the state – making us Florida's most trusted community management company. Headquarters in downtown Jacksonville, Vesta has 15 offices and more than 1,300 employees throughout Florida. We are always looking for unique talent and leadership to help us grow within our industry.

## **SUMMARY**

The general manager directs and coordinates activities of one or more departments, such as maintenance, operations or sales, or a major division of the business organization and aids chief administrative officers in formulating and administering organization policies by performing the following duties personally or through subordinate managers.

**RESPONSIBILITIES AND DUTIES** include the following:

- Participates in formulating and administering company policies, directing and coordinating all divisional department activities to develop and implement long-range goals and objectives to meet business and profitability growth objectives.
- Reviews analyses of activities, costs, operations and forecast data to determine department or division progress toward stated goals and objectives.
- Ensuring guest satisfaction by promoting great customer service and maintaining and implementing all clubhouse standards and policies.



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- Confers with regional leaders and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from status and conditions.
- Develops, reviews, updates, and implements business strategic planning, including sales, financial performance and new product development.
- Oversee key projects, processes and performance reports, data, and analysis.
- Reviews and supports engineering and sales to oversee design concepts with fundamental or new technology used for new or existing products or improvement to provide cost reduction, safety, customer requirements and market growth.
- Reviews and approves preparation of accounting analysis for budgetary planning and implementation, production efficiency, financial reporting, budgetary planning and submittal for capital expenditures.
- Responsible for the overall direction, coordination and evaluation of direct reports and for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for scheduling events, and corporate outings; purchasing inventory, which includes office supplies, club equipment, food, and beverages
- Supervise and direct all functions of the clubhouse, including grounds and maintenance, operations, scheduling, and event coordinator.

#### **SUPERVISORY RESPONSIBILITY:**

The General Manager supervises all associates within the facility.

#### **WORK ENVIRONMENT:**

This job operates in a clerical, office setting/ clubhouse setting and/or outdoors.

#### **PHYSICAL DEMANDS:**

Ability to walk, sit, stand, bend, reach, kneel, and move continually during work hours.

#### **TRAVEL:**

Occasional local travel is expected with this position.

#### **QUALIFICATIONS:**

1. Bachelor's degree in hospitality management or related field, or 5 years of experience.
2. 5-7 years prior experience.
3. 3-5 years leadership experience.



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## **BENEFITS:**

One of the many advantages of working at Vesta Property Services and its family of companies are the great benefits that we offer to you and your eligible dependents. We offer benefits that foster the health and well-being of you and your family such as medical, dental and vision coverage along with programs to enhance your financial security such as disability, life insurance and a 401 (k) retirement plan just to name a few. Vesta benefits are offered to full-time employees (30+ hours per week).

### **AAP/EEO Statement**

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **DRUG FREE WORKPLACE**

*In compliance with the Drug-Free Workplace Act of 1988, Vesta Property Services has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Vesta Property Services employees and to the security of the company's equipment and facilities. For these reasons, Vesta Property Services is committed to the elimination of drug and alcohol use and abuse in the workplace.*

### **OTHER DUTIES MAY BE ASSIGNED**

*The above statements reflect the general information considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all work requirements that may be inherent in the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*