



Job Description – Accommodation Manager

Sydney, Australia

Report to: Global Management and Global Operation Manager

The **Khaya** Group is one of the foremost suppliers of accommodation and logistics, for major sports and other events, to international media, sponsors and others.

At **Khaya** we support **freedom** and **creativity**. The tasks listed hereunder are a mere outline of the anticipated tasks to be performed. You are, however, encouraged to challenge them and propose new, more effective ways to achieve your agreed goals.

Responsibilities:

As an Accommodation Manager you will be responsible:

- Finding, analysing and showcasing venues and potential accommodation service providers;
- Negotiating, contracting and communication with approved accommodation service providers;
- Quality control and day to day management of contracted accommodation and the drafting and circulating of status and evaluation reports;

Your tasks include:

- Keep suppliers' database and contact related information up-to-date;
- Updating and controlling acquisitions and sales data on software system;
- Managing and confirming bookings, check-ins and check-outs, and rooming lists – all in consultation with Account Managers;
- Negotiating, contracting and communication with other suppliers related to the accommodation, such as cleaning companies and other service providers;
- Organizing and management of cleaning and other secondary services;

Khayamedia Comercio Internacional De Eventos Desportivos Lda

Registration Number & NIPC: 511169965

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- Quality control and client satisfaction assessment;
- Meet the targets set for your position (to be set after consultation with the Operations Manager). Potential targets might be:
 - Number and frequency of meetings;
 - Number and frequency of visits to apartments and accommodation in general;
 - Financial and/or quantitate;

Preferred profile:

- 2 years working experience in the hospitality, tourism and/or event planning and coordinating industry;
- Good knowledge of local hotel and accommodation industry;
- Good communication and negotiation skills;
- Ability to identify and pair accommodation with client needs and expectations;
- Ability to work under pressure and solve problems in an analytical manner;
- Ability to work independently with remote support and management;
- Self-motivated and adaptable;
- MS Office (good knowledge of Excel, Word and PowerPoint).

Education:

- Appropriate degree or higher education

Language Skills:

- English: Fluent (Written and Spoken)
- Other Languages is an advantage

Our Offer:

- Salary: Negotiable
- Benefits: To be agreed (based on local legislation)
- Working hours: Flexible and based on local legislation
- Contract Type: Fixed Term
- Location: Sydney, Australia
- Starting date: TBD