

ROSEWOOD

TUCKER'S POINT®

BERMUDA

Rosewood Tucker's Point is seeking dynamic individuals to join our team and deliver exceptional service to our Guests. Applications are currently being invited for following positions:

CHIEF ACCOUNTANT – The successful candidate will be responsible for the maintenance of the hotel and club's general ledgers. This includes producing monthly financial statements and supporting reports. Working closely with the accounts payable, income audit and credit functions of the finance department, the Chief Accountant will coordinate all general ledger entries necessary to produce timely and accurate financial statements. This position will report directly to the Assistant Director of Finance. Responsibilities shall include but are not limited to:

- Executes accounting functions specifically related to the general ledgers, including account reconciliations and discrepancy resolution.
- Review and post all monthly general ledger entries.
- Preparing financial operating statements and reports in accordance with company policy in a timely and accurate manner.
- Monitoring resort internal controls and implementing operating procedures and controls for the resort.
- Reconciliation of bank accounts and related accounts.
- Maintenance of fixed assets ledgers and capital budgets.
- Assist with the preparation of annual budgets and periodic forecasts.

Applicants should have a degree in Business Administration, Accounting or Finance with a minimum of three years progressive accounting experience. Experience in a hotel environment is a plus but not a requirement. The successful candidate will have effective management and communication skills and previous experience maintaining general ledger accounts. Proficiency with Microsoft Office applications and Excel in particular is a must. Candidates must be flexible to work a schedule outside of normal business hours around reporting times. E.g. month end, year-end, audit. Etc.

HOUSEKEEPING MANAGER - We are seeking a Housekeeping Manager who will be responsible for the performance of Housekeeping and Laundry Associates, general hotel cleanliness and who will take appropriate action to correct deficiencies, conditions, behavior and work practices. The Manager will report Executive/Assistant Executive Housekeeper. Duties will include but are not limited to

- Supervises and directs Housekeeping & Laundry staff in their daily operations.
- Inspects guest rooms, public areas and employee areas and assess compliance with all established standards as they relate to the cleanliness, maintenance and safety
- Trains staff on service standards, procedure standards and any other training as decided by the Executive Housekeeper
- Communicates throughout the day with the Front Office team and other to ensure guest satisfaction
- Manages administrative functions as directed by the Executive Housekeeper

Minimum requirements:

- Three years hospitality experience with at least two years previous experience at the supervisory level in the Housekeeping Department
- A demonstrated record of effective leadership and execution of quality standards.
- Excellent verbal and written communication skills.
- Must be physically fit and able to adapt a hands on approach to the work.
- Computer literacy with proficiency in Microsoft Word & Excel and a hotel PMS (experience with Fidelio Opera will be an asset)
- Flexibility to work weekend, evenings and public holidays as required

Interested persons should complete an application online at our website www.rosewoodtuckerspoint.com under the careers section.

Closing Date for applications is:

“Rosewood Tucker's Point is an Equal Opportunity Employer, offers a competitive compensation package, a rewarding work environment and challenging career opportunities”

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