



Job Title Assistant Resort Manager

Job Description

The essential function of the Operations manager is to oversee all daily activities of Lighthouse Resort Services. This position will report directly to the General Manager and will ensure the smooth operations of all resort services. I deal candidate will regularly focus on Beach and Internship operations and work together in a team environment with other managers and supervisors. Operations Manager frequently interacts with guests, homeowners, employees, and vendors. This person must be dependable and able to perform a variety of responsibilities and tasks without a loss of efficiency or composure.

Job Requirements

Completed a degree program at a four year college or university

- Recreation, Hospitality, or other related Management field.
- Preference given to those who have completed the LRS internship program.

Have exceptional interpersonal and communication skills.

Complete knowledge of all operations.

Supervisory experience is a must.

Possess a valid and current Driver License with a clean driving record.

Knowledge of basic computer applications such as Word, Power point, and Excel.

Supervisory Responsibilities:

Assist in the hire of all seasonal employees

- Attend job fairs, university visits, and conduct interviews, etc.
- Evaluate interns using LRS/University evaluation forms at Midterm and Final Completion.

Train, instruct and motivate others to complete job requirements using positive reinforcement.

- Contribute to regularly scheduled staff meetings.
- Develop motivational/recognition programs to maintain high moral throughout the season.
- Maintain open communications with all employees and interns.
- Enforcement of LRS policies and procedures

Operational Responsibilities

-Supervise all beach operations and employees

Trolley Stop, Surf Shack, Beach Manager, Valets, Activities

-Assist in Inventory Management and Sales Promotion

-Operate/Oversee Fitness Center, Trolley Service, etc. according to LRS guidelines

-Provide assistance with Maintenance, Security, and Trash Rollout/Rollback when needed.

-Provide assistance at other properties and locations for which Lighthouse Resort Services has obligations to provide service.

Competitive Hourly Wage with Bonuses (Seasonal and Sales Goals)

Other Benefits include (Paid Time Off, Health, Professional Development, tips and gratuity)

Email Resume and Cover Letter to Manager@LighthouseResortServices.com or Mail to
Lighthouse Resort Services, 619 Currituck Clubhouse Drive, Corolla, NC 27927