



What is a TALENT PROFILE/JOB DESCRIPTION?

Why it helps you understand the role your company needs...examples

Talent Profiles are job descriptions differentiated by primary and secondary skills set and qualifications which an individual needs in order to successfully perform the duties and responsibilities of your position. It is a confidential internal document where you add limitations and expectations that you would not want anyone outside of the company to see.

A. DIRECTOR OF HOTEL DEVELOPMENT AND ACQUISITION

<p><u>Primary are must-haves</u> These are must-haves and key “essentials” to be considered for the role Confidential details; Do not show to candidates</p>	<p><u>Secondary are Desirable</u> Note: consideration will be given to candidates without such “desirables”, depending on overall profile and fit.</p>
<p>Experience:</p>	
<ul style="list-style-type: none"> • A minimum of 2 years of experience in Hotel Development • Working in China market networking with Hotel Owners, consultants, brokers etc. • Experienced in managing diverse relationships, i.e. Management Company, Hotel Owners and local regulatory authorities, statutory boards, as well as local communities • Basic knowledge of Hotel management agreements and the development process • Experience in China / Asian market 	<ul style="list-style-type: none"> • More than 5 years in Hotel Development Technical Services or Operations experience • Experience in a development role with Serviced Apartments • Add your own requirements
<p>Education:</p>	
<ul style="list-style-type: none"> • Diploma or Degree from a tertiary institution. 	<ul style="list-style-type: none"> • Master’s degree in business administration or hospitality management • Legal degree and experience practicing law (in contracts area)
<p>Competencies:</p>	
<ul style="list-style-type: none"> • Strong strategic leader with sound business judgement • Highly adaptable with ability to lead and direct changes • Strong leadership and teamwork skills 	<ul style="list-style-type: none"> • Excellent at mixing with guests and one that views direct interaction with guests on a daily basis an integral portion of the position • Highly bilingual in both spoken and

<ul style="list-style-type: none"> • A relationship builder • Public relations skill as Hotel’s designated spokesman to further enhance Hotel’s brand and reputation • Public speaking ability • Strong adaptability and ability to integrate and work with the local community 	<p>written English and Mandarin</p> <ul style="list-style-type: none"> • Knowledge of art, wine , music and cuisine . • Knowledge of hotels in the market • Knowledge of destinations in China • A person of the world, able to discuss restaurants, destinations, touristic attractions that appeal to the upmarket traveler
Skills	
PERSONAL – FOR INTERNAL MANAGEMENT USE ONLY - NOT FOR DISTRIBUTION	
<p><u>Primary are must-haves</u></p> <p>These are must-haves and key “essentials” to be considered for the role</p>	<p><u>Secondary are Desirable</u></p> <p>Note: consideration will be given to candidates without such “desirables”, depending on overall profile and fit.</p>
<ul style="list-style-type: none"> • Chinese Language Skills • Ability to work with difficult owners and highly adaptable • Appreciate of systems/processes 	<ul style="list-style-type: none"> • Age range • Passionate about/appreciation of the green movement/environment • If married, spouse comfortable to live in China • Children education possible and company affordable

B. Hotel Manager Rooms

<p><u>Primary are must-haves</u></p> <p>These are must-haves and key “essentials” to be considered for the role</p> <p>Confidential details; Do not show to candidates</p>	<p><u>Secondary are Desirable</u></p> <p>Note: consideration will be given to candidates without such “desirables”, depending on overall profile and fit.</p>
Experience:	
<ul style="list-style-type: none"> • Strong knowledge and experience in the front office functions of Opera or equivalent Property Management Systems and other software that is essential in managing Rooms operations and manpower. • Exposure and experience in HotSOS and REx Applications. • Advanced computer literacy and knowledge of Microsoft Office applications. 	<ul style="list-style-type: none"> • Understanding of RevPar or equivalent • Demonstrate ability to handle complaints and challenges professionally • Add your own needs

Education:	
<ul style="list-style-type: none"> • Minimum Diploma/Degree in Hospitality or Hotel Management or equivalent. • At least 10 years' experience in Rooms Division with 5 years in managerial capacity. 	
Competencies:	
<ul style="list-style-type: none"> • Effective multi-tasking • Effective time management • Strong analytical and problem solving skillset. • business and service excellence driven • Strong operational leadership • strong team building skills • Highly adaptable with the ability to direct changes. • A strong motivator • creative and innovative • Financial competency • Excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> • Fluent spoken and written in a second or more languages.

C. Corporate Technical Services

<p>Primary are must-haves These are must-haves and key 'essentials' to be considered for the role Confidential details; Do not show to candidates</p>	<p>Secondary are desirables Note: consideration will be given to candidates without such 'desirables', depending on overall profile and fit.</p>
Experience:	
<ul style="list-style-type: none"> • Minimum 10 years relevant experience in Hotel industry providing technical consultancy expertise, managing hotel development and renovation projects • Strong understanding of hotel operations and workflow • Strong understanding and experience in finance and financial projections • Engineering background 	<ul style="list-style-type: none"> • 5 – 10 years experience etc. • Add your own needs
Education	
<ul style="list-style-type: none"> • Degree in Engineering / Architecture 	
Core Competencies	

<ul style="list-style-type: none"> • Strong leadership, communication, project management and problem solving skills • Influencing Others – the ability to gain other’s support for ideas, proposal, projects and solutions • Developing Others – the ability to work with others and coach them to develop their capabilities. • Building Collaborative Relationship – the ability to develop, maintain and strengthen partnerships with others inside or outside the organisation who can provide information, assistance and support. • Technical Expertise – the ability to demonstrate depth of knowledge and skill in technical area. • Fostering Innovation – the ability to develop, sponsor or support the introduction of new and improved method, products, procedures or technologies. 	
<p>Skills</p>	
<ul style="list-style-type: none"> • Fluent communication in English • Computer literacy 	