

## Business Manager For Short-Term Rentals - Remote

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Company: The Bridge

Location: Faisalabad

Category: other-general

**Job Description**As our Business Manager, you will be responsible for overseeing the day-to-day operations of our short-term rental properties and managing the work of employees in our company. You will be responsible for ensuring the efficiency of business operations as well as setting strategic goals for the future.

**Responsibilities:**

Use Airbnb and other property management software to manage listings, calendar availability, and pricing.

Manage and coordinate the cleaning and maintenance of our short-term rental properties.

Respond to customer inquiries and booking requests from potential guests.

Oversee the bookkeeping and financial reporting for our short-term rental properties.

Manage and train a team of property managers, cleaning staff, and other team members as needed.

Set performance goals and objectives for team members and provide ongoing feedback and support to ensure their success.

Conduct performance evaluations and manage employee schedules and ensure that all properties are properly staffed.

Ensure that all team members adhere to company policies and procedures, and take corrective action as needed.

Create and implement systems and processes to streamline operations and increase efficiency.

Monitor and analyze market trends to identify new opportunities for growth and expansion. Analyze and report on key metrics such as occupancy rates, revenue, and profitability to senior management.

Identify and pursue opportunities for business expansion, including acquiring new properties and entering new markets.

Develop and implement strategies to increase occupancy rates and revenue for existing properties.

Develop and execute marketing campaigns to drive bookings and increase brand awareness.

Act as a problem solver and make strategic decisions to resolve issues that may arise.

Work with senior management to develop and implement long-term business plans and goals.

**Job Specification Requirements:**

Bachelor's degree, Masters preferred.

Experience will be preferred.

Excellent written and oral communication skills in English language.

Strong communication and interpersonal skills.

Proficiency in Airbnb, Vrbo, Quickbooks, Excel, and Google Docs.

Ability to work full-time and handle multiple tasks concurrently. #J-18808-Ljbffr

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