



Company: Seattle Vacation Home
Position: Assistant General Manager
Start date: Flexible
For Immediate Distribution

Do you want to build your career in hospitality, but you don't know exactly where you want to focus?

You could go to the headquarters of a big hotel company, and work as a junior team member in Marketing, Finance, HR, or Real Estate. Or maybe you want to work at the property level, with deep exposure to one hotel and responsibilities that you hope will broaden and increase over time.

How about something different? How about something that is new, and more relevant for the next 100 years in hospitality?!

Seattle Vacation Home is a collection of 50 rental homes in Seattle's trendiest neighborhoods. We offer high-end, furnished, short-term rentals in Seattle. Our guests come to us from all over the world, and they stay with us for all sorts of reasons: vacation, business, medical treatment, relocation, and more.

Seattle Vacation Home's management team is extremely lean. The company was founded in 2015 by an alumnus of the travel and leisure practice at Boston Consulting Group and Bain & Company, who later held leadership positions at Expedia before launching this entrepreneurial venture.

The founder was joined after a few years by his wife, a non-profit management veteran whose experience includes the Greater Boston Chamber of Commerce.

As we have enjoyed strong growth in 5 years of operation, we seek to augment our team with a smart, motivated go-getter who is ready to get her hands dirty. Our Assistant General Manager will be involved in every aspect of our business, including:

- Revenue management
- Real estate, including acquisitions and property management
- Operations, including oversight of Housekeeping, Maintenance, and Renovations
- Guest relations
- Marketing, including traditional media, website, social media, newsletter, etc.
- Finance, including financial planning and analysis, accounting, and cash management
- Coordination of outside resources, including marketing, technology, legal, accounting, and offshore (back office) support
- Project management
- Legal and regulatory
- Technology selection and implementation
- So much more

This is not a position with a clearly defined path or set of deliverables. The ideal candidate is prepared to take initiative and act with the passion and dedication of a business owner.

The position requires depth in hospitality, and also breadth across many disciplines. One morning, you could be modeling ways to reduce laundry expense. Over lunch, you review your analysis on performance by distribution channel with your teammates. That same afternoon, you start creating a business traveler loyalty program. Before calling it a day, you find yourself working the phones to solve a maintenance challenge while ensuring that our guests remain elated with their experience.

Ideal candidates will have:

- Sincere passion for hospitality and delivering a flawless guest experience
- The judgment to think and act like an owner, and the interest in taking on the responsibility that requires
- Confidence and professionalism in presenting oneself to guests, vendors, industry partners, and others
- An insatiable appetite for learning and professional development, paired with the ability to teach and lead more senior teammates
- The outstanding EQ required for all of the above
- Superior quantitative analysis skills
- Strong communication ability, both written and oral
- Unbridled enthusiasm and motivation, along with an unparalleled work ethic
- Mandarin language ability is a big plus, but not required

The position includes competitive compensation including salary and bonus, along with a generous package of benefits, including:

- Unlimited paid vacation
- Free furnished housing in Seattle for the first 4 months, with all utilities included
- Travel stipend
- Friends & Family use of Seattle Vacation Home properties
- Health insurance
- Retirement fund with employer match

More important than the pay and benefits is the investment that will be made in your development. You will work under the direction of a long-time cultivator of talent at top-tier consulting firms. Training will be ongoing and take multiple forms. Superior results will lead to rapidly increasing responsibility and rewards. An outstanding performer can look forward to promotion, and will be well-prepared for business school, leadership in corporate environments, and entrepreneurship.

This position is located in Seattle, with a modest amount of travel for industry events. Occasional remote work will be possible.

Interested candidates should send the following to info@seattlevacationhome.com:

- Cover letter
- Resume
- Transcript

Seattle Vacation Home values diversity. Candidates of all backgrounds, identities, experiences, lifestyles, abilities, and perspectives are encouraged to apply