



ALVIERA

Career Opportunities

GENERAL MANAGER

Job Summary:

The General Manager will assume overall responsibility for all aspects of the club including its activities and the relationships between the club and Board of Directors, members, guests, employees and the entire community as a whole.

Qualifications:

- Graduate of any four (4) year college course, preferably business or hospitality related
- With at least ten (10) years of experience in club/ hotel operations
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga

MEMBERSHIP MANAGER

Job Summary:

The Membership Manager will assume overall club membership related transactions and ensures harmonious relationship with all members, guests and stakeholders.

Qualifications:

- Graduate of any four (4) year college course, preferably business or hospitality related
- With at least five (5) years of experience in club/ hotel operations
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga



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F & B MANAGER

Job Summary:

Responsible in ensuring the smooth and profitable operation of the entire food and beverage division by planning, directing and coordinating the activities and responsibilities of subordinates. Also responsible for ensuring that the F & B service maintains its international standards, and that established procedures and policies related to F & B operations and administration are implemented.

Qualifications:

- Graduate of Hotel and Restaurant Management or any other related degree
- With at least five (5) years of experience in club/ hotel operations
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga

CHIEF FINANCE OFFICER (CFO)

Job Summary:

Drives all aspects of the finance and accounting functions including financial accounting and reporting and management information reports; manages the cash flow to meet operational needs; prepares/ reviews financial procedures, internal controls and business processes and systems to ensure effective controls are in place; and monitors the overall implementation of strategic business plans.

Qualifications:

- A Certified Public Accountant
- With at least five (5) years experience in managing/ handling the overall finance group
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga



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EXECUTIVE CHEF

Job Summary:

The Executive Chef is responsible for the overall kitchen operations of the business. The role involves creating and managing the menu, designing, and implementing the kitchen operational processes, managing food/kitchen supplies and food costs, delegating day to day tasks to all employees assigned in the kitchen, food preparation and ensuring good quality food.

Qualifications:

- Proven experience as Head Chef
- Ability in dividing responsibilities and monitoring progress
- Up-to-date with culinary trends and optimized kitchen processes
- Credentials in health and safety training
- Preferably residing and/or willing to work in Pampanga

CHIEF ENGINEER

Job Summary:

Responsible in managing all aspects of club maintenance on a daily basis. Directs, leads, coordinates and performs routine preventive and emergency interior/ exterior maintenance and repairs to obtain optimum efficiency of club operations.

Qualifications:

- Must be a License Engineer (Civil/ Mechanical/ Electrical) or equivalent
- With at least five (5) years experience in managing/ handling a team
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga



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SPORTS AND RECREATION MANAGER

Job Summary:

The Sports and Recreation Manager oversees the recreational and sports/fitness facilities of the club. Overall in-charge in planning, organizing and directing the operations of sports and fitness programs, activities and services of the club and in ensuring the highest safety standards.

Qualifications:

- Bachelor's degree and/or relevant training and experience
- With at least five (5) years experience in managing/ handling a team
- Excellent management skills
- Preferably residing and/or willing to work in Pampanga

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Work Location:

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