

Pontlevoy Equity Corporation

www.provisions.ws, www.euramcenter.com, www.eurabbey.com, www.la-cure.com

1 Place du College
41400 Pontlevoy
France

6632 Telegraph Road
Suite 350
Bloomfield Hills, MI 48025

We are currently seeking a:

PROPERTY AND ASSET MANAGER - FRANCE

Located in Pontlevoy, France

Position Description

Summary:

Perform the duties of a hospitality, property and office manager. Provide customer service and extend professional courtesies, should strive to surpass expectations and to create an overall positive experience and environment at the Abbey.

Academic Qualifications:

- High school graduate or equivalent (Required)
- Undergraduate/Graduate Student (Preferred)

Language Requirements:

- Fluent in English and French (Preferred)

Experience and Skill Requirements:

- Experience working in a team-based environment
- Good understanding of the highest level of customer service
- Strong leadership skills
- Outstanding organizational skills in order to manage guests and events
- Ability to perform well under pressure
- Creative and resourceful approach to problem solving
- Detailed oriented
- Great interpersonal and telephone communication skills
- Must be self-motivated and delegate duties
- Proficient knowledge of Microsoft Office programs: Word, Excel, PowerPoint and Access
- Experience using office equipment (copy machine, fax machine, etc.)

Job Responsibilities:

- Housekeeping and internal logistics
- Monitoring conditions of the Abbey/La Cure
- Attending to the grounds and facilities of the Abbey/ La Cure
- Tracking stock, ordering supplies. maintaining office files and documents
- Communicate regularly with customers, employees/interns, suppliers, vendors, etc
- Coordinate meetings
- Documenting and analyzing all business transactions within the company
- Analyzing financial information
- Marketing the organizations real estate for events, promotions, fund raisers and sale
- Market and recruit new clients
- Conducting research on companies/clients in order to develop potential contacts
- Coordinating and implementing business, cultural, and educational programs, and improving upon existing programs
- Assist internal legal counsel with drafting documents such as purchase and sale agreements, leases, letters of intent and other legal and non-legal documents
- Organize and analyze files and data pertaining to current and future business opportunities
- Maintaining confidential employee files and documentation

Compensation:

Based on academic qualifications and relevant experience, a competitive package would be offered

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our Vision, Core Values, and Mission energize our organization and people.