



CREDCO

CHEYENNE RIVER ECONOMIC CORPORATION

CHEYENNE RIVER MOTEL

Cheyenne River Motel seeks manager for the operation located in Eagle Butte, South Dakota. We seek an ambitious individual who has demonstrated retail management experience and is motivated. Position is advertised until filled. Please call 605-964-3308 or 290-9090 for further details on the position. Applications can be picked up the CREDCO business office in the Rooks building.



(605) 290-9090



credcojd@gmail.com



PO Box 590 | Eagle Butte, SD 57625

Cheyenne River Motel

General Motel Manager

The General Motel Manager fulfills supervisory duties of the Cheyenne River Motel. The position is responsible for overseeing staff, operating the motel under company policies, and providing customer support to ensure satisfaction of employees and customers in all regards.

Duties:

1. Ensure smooth business operation that prioritizes complete customer satisfaction during their stay at Cheyenne River Motel.
2. Promote a harmonious and productive work environment for staff, allowing for further contributions to customer satisfaction.
3. Follow company policies in all regards and serve as a source of knowledge and decision-making for these policies.
4. Handle front desk operations during day shifts and night shifts with a satisfactory skill level.
5. Implement cleaning practices and maintain high standards for cleanliness and appearance at Cheyenne River Motel.
6. Conduct fiscal management, accounting, and reporting of revenues.
7. Ensure frequent and clear communication with CRST support agencies and coordinate with their clients.
8. Work with vendors to maintain productive relationships and up-to-date accounts.
9. Coordinate with Anderson, Nill, and Associates on payroll and vendor bookkeeping.
10. Coordinate with CRST departments and other agencies on client reservations and other billings.
11. Ensure compliance with building regulations and guest safety procedures.
12. Implement employee training and other professional practices.
13. Exercise direct employee supervision and management.
14. Other duties as assigned.