

Job Description:
Project Leader, The Americas



Classification:	Exempt
Position type:	Management
Hours/Travel:	Core hours as set by the office/travel approximately 40% of time
Reports to:	Regional Director of Technical Services
Location:	Regional Corporate Office – Atlanta, GA
Date:	February 2018

SUMMARY:

For each project, new hotel or major capex project for existing hotels, a Project Leader will be assigned to deliver the technical services as outlined herewith and as defined under each project technical services agreement.

In support of the group's corporate mission statement: ***'To completely delight and satisfy our guests'***, The Technical Services team members will:

- Work and collaborate across departmental and ownership boundaries to improve coordination and shorten the time required to develop projects.
- Make decision to invest wisely and effectively.
- Consistently strive to deliver exceptional "technical" services to our partners and owners by assigning the most suitable project leader for each project.
- Design hotels and renovate existing hotels in compliance with MOHG's product standards and guidelines.
- Continuously improve to remain the best by promoting exceptional design and innovation and by up-dating continuously our Product Standards & Guidelines (PS&G).

ESSENTIAL FUNCTIONS:

General Duties & Responsibilities

- Team leader of regional execution team
- Single contact from concept to completion
- Coordinate with operations and corporate colleagues throughout process
- Manage owner/developer relationship
- Support the assigned projects as per the Project Task List guidelines
- Enforce PS&G
- Provide resolution when PS&G non-compliance occurs with developer
- Articulate briefs to developer & consultants
- Monitor budget and schedules
- Prepare design vision statement
- Inform Development Director of communications between Regional Execution Team (RET) and Group Chief Executive
- Manage, as required, field project managers
- Inform Development Director in writing of potential area program deviations before they occur
- Engage RET:
 - Development
 - Engineering
 - IT&T
 - Food and Beverage

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- Spa
- Feasibility
- Sales and Marketing
- Residences
- Operations specialists
- Create design value and differentiation
- Assist setting up pre-opening office
- Perform pre-opening induction for GM
- Prepare migration schedule

Strategic Intent

- For each project, new hotel or major capex project for existing hotels, a Project Leader will be assigned to deliver the technical services as outlined herewith and as defined under each project technical services agreement.
- The project leader will manage its assigned projects in a multifunctional structure referred to as the Regional Execution Team (RET).
- The project leader will hold the overarching responsibility to deliver the objectives of the RET.
- The project leader will provide the required leadership and management tools to ensure the team achieve the objectives in a collaborative environment and in a motivated team spirit.

Team Objectives

- Conceptualize and deliver exceptional new hotels and resorts that meet our PSG, finding the appropriate balance between Tradition, Quality and Innovation.
- Design our products and services to address our guests' needs. In fact, we are committed to exceeding their expectations with our ability to anticipate, innovate and be quality driven.
- We will enable the hotels to meet our Mission Statement while minimizing facilities life-cycle costs, operating costs and providing and help reduce our environmental impact.

COMPETENCIES:

- Multitasking - able to organize and manage several projects at the same time
- Able to think and plan strategically, while taking on a broad range of tasks
- Self-motivated and a team player
- Confident and eager to learn
- Strong analytical skills
- Effective communicator
- Driven by innovation
- Strong problem-solving skills
- Interested in design and architecture
- Able to prepare/review hotel design plans

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SUPERVISORY RESPONSIBILITIES:

- N/A

EDUCATION AND EXPERIENCE:

- Minimum of 10 years post professional qualification experience in luxury hotel projects
- Bachelor's degree in Architecture, Engineering, Building Science, Interior Design or similar field of study
- Good to Strong knowledge of Excel, MS-Project, AutoCAD

WORK ENVIRONMENT, PHYSICAL/VISUAL ACUITY REQUIREMENTS:

- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, walking on scaffolding and high places, exposure to high heat or exposure to chemicals.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- This position requires close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; to make general observations of facilities or structures.

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PHYSICAL ACTIVITY (CONSTANTLY, FREQUENTLY, OCCASIONALLY, RARE):

Physical Activity	Frequency
Climbing	Occasionally
Balancing	Occasionally
Stooping	Rare
Kneeling	Occasionally
Crouching	Occasionally
Crawling	Rare
Reaching	Occasionally
Standing	Frequently
Walking	Frequently

Physical Activity	Frequency
Pushing	Occasionally
Pulling	Occasionally
Lifting	Occasionally
Fingering	Constantly
Grasping	Occasionally
Feeling	Occasionally
Talking	Constantly
Hearing	Constantly
Repetitive Motion	Constantly

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SIGNATURES:

The colleague signature below constitutes the colleague's understanding of the requirements, essential functions and duties of the position.

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Colleague signature	Print Name	Date

Supervisor Signature	Print Name	Title	Date

Equal Employer Opportunity statement:

Mandarin Oriental Hotel Group provides equal employment opportunities (EEO) to all colleagues and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mandarin Oriental Hotel Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Mandarin Oriental Hotel Group expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Mandarin Oriental Hotel Group's colleagues to perform their job duties may result in discipline up to and including discharge.