

Job Title
Activity Executive

Department
Front Office



Location
Chikmagaluru

Reports To
FOM

Job Summary:

The Activity Executive is responsible for planning, organizing, and executing engaging guest activities to enhance the overall guest experience at the resort. The role involves conducting nature-based experiences, coordinating group activities, and ensuring high levels of guest satisfaction through interactive and well-managed programs.

Key Responsibilities:

Guest Engagement & Experience

- Plan and conduct daily guest engagement activities within the resort
- Interact with guests to understand preferences and customize experiences
- Ensure high levels of guest satisfaction through proactive service
- Support and coordinate with Front Office operations during free time to ensure smooth guest service and operational efficiency.

Activity Planning & Execution

- Organize and lead activities such as:
 - Coffee Trail experiences
 - Bird Watching sessions
 - Coffee Tasting sessions
 - Nature walks and trekking activities
- Develop activity schedules and ensure timely execution
- Maintain safety standards during all activities

Required Skills & Qualifications:

- Graduate/Diploma in Hotel Management or related field preferred.
- 3–5 years in resort activities / outdoor recreation / guest engagement
- Strong communication and interpersonal skills
- Leadership and group handling ability
- Knowledge of nature, wildlife, or outdoor activities (preferred)
- Basic first aid and safety awareness
- Ability to handle multiple guests and activities simultaneously
- Male Candidate preferred

Key Competencies

- Guest-focused approach
- Problem-solving ability
- Team coordination
- Energy and enthusiasm
- Adaptability in outdoor environments

HR Manager Signature

Employee Signature