

# CATALOGUE OF SAP POSITIONS

Departments, cost centers and centers type

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## 1. INTRODUCTION

This document sets forth the required criteria for the attribution of job positions, departments and cost centers in SAP HCM.

The employees can have different positions in the payroll systems - according to the local legislation, however in SAP, they should be assigned to the corresponding position from this catalogue. This will ensure a homogeneous reporting for all areas in Corporate and Business Units.

Having the same systems across the company allows us to have access to information in real time and make more accurate analyses. By making sure that all the guidelines included in this document are respected, you are contributing to gaining accuracy in the information stored in the MINOR databases, counting on standardized criteria for all roles, which leads to more effective decision making, reduces the double check reviews and therefore diminishes significantly administrative work in the long term.

This catalogue is also used as a base for all the systems in the company that rely on the PEOPLE data. By following the general guidelines, you will have less incidences overall, as the email and authorization rights will be assigned correctly, and the FTE and costs will be assigned to the proper cost center.

## 2. POSITIONS AT HOTEL

The following positions must be used for categories at hotel, only in the department detailed and with the cost center indicated.

If the employee's tasks correspond to different positions, then they must be assigned to the position where they dedicate the majority of their time.

The trainees must be assigned to the position for which they intern. The differences between the responsibilities of an employee and a trainee will be understood by the type of contract.

DEPARTMENT	POSITION	COST CENTER
H-ADMINISTRATION	<b>ADMINISTRATION MANAGER</b> <i>Nominative email address</i>	AD (ADMINISTRATION)
	<b>ADMINISTRATION STAFF</b> Administrative functions in the hotel: general controlling, daily income review, monthly countable closing, forecast etc. <i>Nominative email address</i>	
	<b>CONTROLLER</b> <i>Nominative email address</i>	

DEPARTMENT	POSITION	COST CENTER
H-HUMAN RESOURCES	<b>HR MANAGER</b> <i>Nominative email address</i>	HR (HUMAN RESOURCES)
	<b>HR STAFF</b> Administrative functions related to people management: recruitment, coordination with the payroll companies, absences, reporting etc. <i>Nominative email address</i>	
H-F&B	<b>F&amp;B MANAGER</b> Responsible for the economic results and operational processes of F&B (Restaurant & Kitchen). At least a <b>MAITRE</b> under his/her responsibility <i>Nominative email address</i>	80 (BANQUETING)
	<b>F&amp;B ASSISTANT</b> Among other responsibilities, they assist the <b>F&amp;B MANAGER</b> in the administrative and management responsibilities of the area <i>Nominative email address</i>	
	<b>ORGANIZER MANAGER</b> Coordinates the organizer team in the hotel. In-house sales functions when a <b>GEM</b> takes care of the quotation process. If there is no <b>GEM</b> , this position should be cataloged as IN HOUSE SALES <i>Nominative email address</i>	
	<b>ORGANIZER</b> Even planning & organizing function when a <b>GEM</b> takes care of the quotation process. If there is no <b>GEM</b> , this position should be cataloged as INHOUSE SALES <i>Nominative email address</i>	
H-F&B / BANQUET RESTAURANT	<b>BANQUET MAITRE</b> Changes its name from <b>Banquet Manager</b> and should be assigned only Maitres mainly dedicated to events. <i>Nominative email address</i>	80 (BANQUETING)
	<b>BANQUET MAITRE ASSISTANT</b> Among other responsibilities, they assist the <b>BANQUET MAITRE</b> in the administrative and management responsibilities of the area	

DEPARTMENT	POSITION	COST CENTER
H-F&B / BANQUET RESTAURANT	<b>BANQUET SHIFT LEADER</b> Doesn't have any administrative or management responsibilities. Only leads the shift	80 (BANQUETING)
	<b>BANQUET WAITER</b>	
	<b>BANQUET STAFF</b> Dedication to specific responsibilities: Assembly / disassembly / support / audiovisuals, etc. of banqueting nonrelated to kitchen or service.	
H-F&B/BANQUET KITCHEN	<b>BANQUET EXECUTIVE CHEF</b> <i>Nominative email address</i>	80 (BANQUETING)
	<b>BANQUET SOUS CHEF</b> Among other responsibilities, they assist the <b>BANQUET EXECUTIVE CHEF</b> in the administrative and management responsibilities of the area	
	<b>BANQUET CHEF DE PARTIE</b> Doesn't have any administrative or management responsibilities. Only leads the shift	
	<b>BANQUET COOKS</b>	
	<b>BANQUET KITCHEN ASSISTANT</b>	
	<b>BANQUET STEWARDING</b>	
H-F&B / KITCHEN	<b>EXECUTIVE CHEF</b> Coordinates the administrative and management responsibilities of the kitchen. For small hotels, it is not necessary to have a team (ie. Cuoco unico in Italy) <i>Nominative email address</i>	10 (KITCHEN)
	<b>SOUS CHEF</b> Among other responsibilities, they assist the <b>EXECUTIVE CHEF</b> in the administrative and management responsibilities of the area	
	<b>PASTRY CHEF</b>	
	<b>CHEF DE PARTIE</b> Doesn't have any administrative or management responsibility. Only leads the shift	
	<b>COOKS</b>	
	<b>KITCHEN ASSISTANT</b>	
	<b>STEWARDING</b>	12 (STEWARDING)

# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
H-F&B / RESTAURANT	<b>MAITRE</b> <i>Nominative email address</i>	11 (RESTAURANT)
	<b>MAITRE ASSISTANT</b> Among other responsibilities, they assist the <b>MAITRE</b> in the administrative and management responsibilities of the area	
	<b>SHIFT LEADER</b> Doesn't have any administrative or management responsibilities. Only leads the shift	
	<b>SOMMELIER</b> <i>Nominative email address</i>	
	<b>WAITER</b>	
	<b>HEAD OF BAR</b> Barman Manager <i>Nominative email address</i>	
	<b>BARMAN</b> Barman with specific knowledge of cocktails and/or bar service. Fully dedicated to bar	
	<b>HOSTESS</b>	
H-F&B/BAR	<b>HEAD OF BAR</b> Barman Manager <i>Nominative email address</i>	16 (BAR)
	<b>BARMAN</b> Barman with specific knowledge of cocktails and/or bar service. Fully dedicated to bar	
	<b>WAITER</b>	
	<b>HOSTESS</b>	
H-HEALTH & BEAUTY	<b>SPA MANAGER</b> In charge of Spa, Wellness, Gyms or Swimming pool areas. <i>Nominative email address</i>	90 (SPA & HEALTH)
	<b>SPA THERAPIST</b> Working in Spa, Wellness, Gyms or Swimming pool areas	
	<b>SPA RECEPTIONIST</b> A spa receptionist is the first point of contact for the spa guests, who greets them, checks them in, schedules their appointments, and processes their payments.	

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HOTELS

DEPARTMENT	POSITION	COST CENTER
H-HEALTH & BEAUTY	<b>SPA ATTENDANT</b> Spa attendant oversees preparing and cleaning the spa facilities, such as the treatment rooms, installations, and locker rooms. spa attendant must also assist the guests ensuring their comfort and satisfaction.	90 (SPA & HEALTH)
	<b>LIFEGUARD</b> Responsible for maintaining the cleanliness, safety of the hotel pool area, enforce the pool rules, monitor the water quality, and respond to any emergencies or accidents.	
H-MAINTENANCE	<b>MAINTENANCE MANAGER</b> Responsible for the preventive and corrective maintenance of the hotel and for all legal inspections and administrative / management tasks related to installations. Manages the external maintenance companies and the maintenance department of the hotel. <i>Nominative email address</i>	PM (PRO CON ENG & MAIN)
	<b>MAINTENANCE OFFICIAL</b> Working together with the <b>Maintenance Manager</b> in their team to cover shifts. Self-sufficient to solve maintenance issues or coordinate the resolution with external companies.	
	<b>MAINTENANCE AUXILIARY</b> Working together with the maintenance team, covering shifts, able to solve minor maintenance issues in the installations by themselves, common repairs, or coordinate them with external companies under the supervision of the <b>MAINTENANCE MANAGER</b> or a <b>MAINTENANCE OFFICIAL</b> .	
	<b>MAINTENANCE GARDENER</b>	
H-MANAGEMENT	<b>HOTEL DIRECTOR</b> <i>Nominative email address</i>	OP (OPERATIONS CONTROL)

# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
H-MANAGEMENT	<b>DEPUTY HOTEL DIRECTOR</b> Works for (or assists) a <b>GENERAL MANAGER</b> located in the same hotel. They take over when the GM is not available and share their responsibilities. <i>Nominative email address</i>	OP (OPERATIONS CONTROL)
	<b>OPERATIONS MANAGER</b> Hotel responsible reporting to a <b>GM</b> from another hotel <i>Nominative email address</i>	
	<b>TASK FORCE MEMBER</b> Dedicates their time to other company projects that are different than their hotel responsibilities, either temporary or permanently <i>Nominative email address</i>	
	<b>PROCUREMENT MANAGER</b> Responsible for managing the hotel procurement staff to guarantee the performance of the end-to-end Procure to Pay process, assuming all the tasks from purchasing execution to a correct vendor billing flow. Also, will ensure an accurate records of inventory stocks / consumptions and guarantee the collaboration with other hotel departments to ensure that their needs are met. <i>Nominative email address</i>	
	<b>QUALITY AND TRAINING MANAGER</b> A quality and training manager is responsible for supporting the delivery of guest experience and service quality in the hotel, working with the hotel leadership team to design, develop and implement training programs that support this. <i>Nominative email address</i>	
	<b>SECURITY MANAGER</b>	
	<b>SECURITY STAFF</b>	
	<b>STOREKEEPER</b> <i>Nominative email address</i>	





DEPARTMENT	POSITION	COST CENTER
H-MANAGEMENT	<b>ASSISTANT</b> Administrative responsibilities <i>Nominative email address</i>	OP (OPERATIONS CONTROL)
	<b>SHUTTLE DRIVER</b> Apart from transporting people between locations, this position also includes employees mainly dedicated to coordinating arrivals and departures of clients.	
H-ROOMS	<b>ROOMS DIVISION MANAGER</b> <i>Nominative email address</i>	01 (FRONT OFFICE)
	<b>GUEST RELATIONS MANAGER</b> <i>Nominative email address</i>	
	<b>GUEST RELATIONS</b> <i>Nominative email address</i>	
	<b>RESERVATION MANAGER</b> Manages a team of reservation staff <i>Nominative email address</i>	
	<b>RESERVATION STAFF</b> Books individual reservation for their property <i>Nominative email address</i>	
H-ROOMS/FRONT OFFICE	<b>FRONT OFFICE MANAGER</b> <i>Nominative email address</i>	
	<b>ASSISTANT FRONT OFFICE MANAGER</b> Among other responsibilities, they assist the <b>FO MANAGER</b> in the administrative and management responsibilities of the area. <i>Nominative email address</i>	
	<b>CONCIERGE MANAGER</b> A chief concierge is the head of the concierge team, who provides personalized services to the hotel guests, such as booking reservations, arranging transportation, recommending local attractions, and handling any special requests. <i>Nominative email address</i>	
	<b>SHIFT LEADER FO</b> Doesn't have any administrative or management responsibilities. Only leads the shift	
	<b>RECEPTIONIST</b>	

# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
H-ROOMS/FRONT OFFICE	<b>NIGHT AUDITOR</b> Staff fully dedicated to Night Audit Administrative Tasks. If they also share FO tasks (check-in, check-out, guest services), catalogue them as <b>RECEPTIONISTS</b>	01 (FRONT OFFICE)
	<b>TELEPHONE OPERATOR</b>	
	<b>DOORMAN</b> Standing in front of hotel, Valet parking, arranging transportation for guests, etc.	
	<b>BELL BOY</b> Helping guests with their luggage	
	<b>FO BACKOFFICE ADMINISTRATION*</b> <b>FO STAFF</b> fully dedicated to administrative tasks (billing, commissions, etc.) <i>Nominative email address</i>	
	<b>CONCIERGE</b> <i>Nominative email address</i>	
H-ROOMS / HOUSEKEEPING	<b>HOUSEKEEPING MANAGER</b> <i>Nominative email address</i>	04 (HOUSEKEEPING SUPERVISORY)
	<b>ASSISTANT HOUSEKEEPING MANAGER</b> Among other responsibilities, they assist the <b>HK MANAGER</b> in the administrative and management responsibilities of the area	
	<b>FLOOR SUPERVISOR</b> Doesn't have any administrative or management responsibilities. Only leads the shift	
	<b>CLEANING STAFF</b> Housekeeping that is mainly dedicated to common areas or room coverages, VIP details, etc.	03 (HOUSEKEEPING COMMON AREAS)
	<b>FLOOR VALET</b>	02 (HOUSEKEEPING ROOMS)
	<b>HOUSEKEEPING</b> Housekeeping that is mainly dedicated to rooms	
	<b>LAUNDRY</b>	

# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
H-SALES	<b>SALES DIRECTOR</b> A sales director is the leader of the sales team, who oversees the sales strategies, goals, and activities of the hotel, such as generating leads, negotiating contracts, closing deals, and building relationships with the clients. <b>Nominative email address</b>	SA (SALES HOTEL)
	<b>INHOUSE SALES MANAGER</b> In-house commercial whose main tasks are: To coordinate the sales department of the hotel, to organize and coordinate the hotel events, including the quotation, billing and manage the service orders. Does not work with a <b>GEM</b> . <b>Nominative email address</b>	
	<b>PROPERTY &amp; REGIONAL SALES MANAGER</b> Dedicated to hotel sales. Attracts business, attends fairs, maintains relationships with officialities, etc and coordinates the team. In some cases they have a small portfolio. Includes the international sales managers. <b>Nominative email address</b>	
	<b>INHOUSE SALES EXECUTIVES</b> In-house commercial whose main tasks are: To organize and coordinate the hotel events, including the quotation, billing and manage the service orders. Does not work with a <b>GEM</b> . <b>Nominative email address</b>	
	<b>PROPERTY &amp; REGIONAL SALES EXECUTIVE</b> Dedicated to hotel sales. Attracts business, attends fairs, maintains relationships with officialities, etc. In some cases they have a small portfolio. Includes the international sales executives. <b>Nominative email address</b>	
H-REVENUE	<b>REVENUE MANAGER</b> <b>Nominative email address</b>	RV (REVENUE MANAG.)
	<b>REVENUE MANAGEMENT STAFF</b> <b>Nominative email address</b>	
H-ENTERTAINMENT	<b>ENTERTAINMENT MANAGER</b> <b>Nominative email address</b>	99 (OTHER INCOME)



DEPARTMENT	POSITION	COST CENTER
H-ENTERTAINMENT	<b>ENTERTAINMENT STAFF</b>	99 (OTHER INCOME)
	<b>KIDS CLUB STAFF</b> Responsible for organizing and leading activities for children staying at the hotel. Their job typically involves creating a safe and fun environment for children to play, learn, and socialize.	
H-IT	<b>STAFF</b> <i>Nominative email address</i>	IT (IT)
H-MARKETING	<b>MARKETING MANAGER</b> <i>Nominative email address</i>	CL (CRM & LOYALTY)
	<b>SOCIAL NETWORK&amp;COMMUNICATION STAFF</b> <i>Nominative email address</i>	
H-GOLF SERVICES	<b>GOLF MANAGER</b> <i>Nominative email address</i>	91 (GOLF HOTEL)
	<b>GOLF STAFF</b>	

\* This position should only be assigned to team members fully dedicated to Backoffice tasks in the Front Office department because of the externalization of the Administration Department

### 3. POSITIONS AT CENTRAL SERVICES

The following positions will be used for categories at central services, only in the department detailed and with the cost center indicated:

DEPARTMENT	POSITION	COST CENTER
CS ADMINISTRATION	SENIOR DIRECTOR	AD
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS CONTROLLING & REPORTING	SENIOR DIRECTOR	CF
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	

# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
	ASSISTANT	
CS TAX	SENIOR DIRECTOR	FI
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS TREASURY	SENIOR DIRECTOR	FI
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS CRO	SENIOR DIRECTOR	RE
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS ECOMMERCE	SENIOR DIRECTOR	EC
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS GENERAL SERVICES	SENIOR DIRECTOR	GS
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS HUMAN RESOURCES	SENIOR DIRECTOR	HR
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	
CS IT	SENIOR DIRECTOR	IT
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
CS LEGAL	SENIOR DIRECTOR	LE
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS OPERATIONS	MANAGING DIRECTOR	OP
	SENIOR DIRECTOR	
	REGIONAL OPERATIONS DIRECTOR	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS PRO CON ENG	SENIOR DIRECTOR	PM
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS PURCHASING	SENIOR DIRECTOR	PU
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS REVENUE	SENIOR DIRECTOR	RE
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS SALES	SENIOR DIRECTOR	SA
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
CS TRADE MARKETING	SENIOR DIRECTOR	OC
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS QUALITY	SENIOR DIRECTOR	QC
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS PR&SOCIAL M	SENIOR DIRECTOR	RS
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS MARKETING	SENIOR DIRECTOR	MK
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS EXPANSION	SENIOR DIRECTOR	AR
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS AUDIT	SENIOR DIRECTOR	IA
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS CRM	SENIOR DIRECTOR	CL
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



DEPARTMENT	POSITION	COST CENTER
CS DEVELOPMENT	SENIOR DIRECTOR	DE
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS DISTRIBUTION	SENIOR DIRECTOR	DI
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS ORGANIZATION	SENIOR DIRECTOR	FP
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
CS F&B	SENIOR DIRECTOR	OP
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	

## 4. POSITIONS AT HEADQUARTERS

The following positions will be used for categories at headquarters, only in the department detailed and with the cost center indicated:

DEPARTMENT	POSITION	COST CENTER
HQ ADMINISTRATION	SENIOR VICEPRESIDENT	AD
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
HQ ASSET MGMT	SENIOR VICEPRESIDENT	AR
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ AUDITING	SENIOR VICEPRESIDENT	IA
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ BI	SENIOR VICEPRESIDENT	BI
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ CORP AFFAIRS&COMM	SENIOR VICEPRESIDENT	CA
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ CRO	SENIOR VICEPRESIDENT	RE
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ DISTRIBUTION	SENIOR VICEPRESIDENT	DI
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
HQ COM STRATEGY	SENIOR VICEPRESIDENT	DS
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ ECOMMERCE	SENIOR VICEPRESIDENT	EC
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ TAX	SENIOR VICEPRESIDENT	FI
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ GENERAL MGMT	PRESIDENT	MC
	CHIEF EXECUTIVE OFFICER	
	CHIEF OFFICER	
	SENIOR VICEPRESIDENT	
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ GENERAL SERVICES	SENIOR VICEPRESIDENT	GS
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ HUMAN RESOURCES	SENIOR VICEPRESIDENT	HR
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



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HOTELS

DEPARTMENT	POSITION	COST CENTER
HQ CORPORATE FINANCE	SENIOR VICEPRESIDENT	II
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ IT	SENIOR VICEPRESIDENT	IT
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ LEGAL	SENIOR VICEPRESIDENT	LE
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ ORGANIZATION	SENIOR VICEPRESIDENT	OR
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ PRO CON ENG	SENIOR VICEPRESIDENT	PM
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ PURCHASING	SENIOR VICEPRESIDENT	PU
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
HQ QUALITY	SENIOR VICEPRESIDENT	QC
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ REVENUE	SENIOR VICEPRESIDENT	RV
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ SALES	SENIOR VICEPRESIDENT	SA
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ SALES (GLOBAL SALES FORCE)	SENIOR VICEPRESIDENT	SH
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ TRADE MARKETING	SENIOR VICEPRESIDENT	OC
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ OPERATIONS	SENIOR VICEPRESIDENT	OP/LX
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

DEPARTMENT	POSITION	COST CENTER
HQ MARKETING	SENIOR VICEPRESIDENT	MK
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ PR&SOCIAL M	SENIOR VICEPRESIDENT	RS
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ CRM&EXPERIENCE	SENIOR VICEPRESIDENT	CL
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ TREASURY	SENIOR VICEPRESIDENT	TR
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ CONTROLLING&STRATEGIC PLAN	SENIOR VICEPRESIDENT	CF
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	
HQ CONSOLIDATION	SENIOR VICEPRESIDENT	CO
	VICEPRESIDENT	
	DIRECTOR	
	MANAGER	
	EXECUTIVE	
	STAFF	
	ASSISTANT	



# MINOR

HOTELS

