



Job Description

GSTC Accreditation Senior Manager

Overview: GSTC has developed a credible assurance program for hotels, tour operators, and destinations and has been extending it to MICE and Attractions. The growth of the GSTC Assurance Program requires qualified senior managers with deep knowledge and experience in accreditation. The GSTC Accreditation Senior Manager will be responsible for managing GSTC accreditation activities.

Roles and Responsibilities:

1. Managing GSTC accreditation and assessment activities.
2. Developing better policies for GSTC accreditation.
3. Developing and updating the requirements for GSTC accreditation.
4. Coordinating GSTC relationships and communications with GSTC-Accredited certification bodies and Applicant certification bodies.
5. Managing GSTC accreditation team members by coordinating their roles and leading capacity building.
6. Providing backup support for the Chief Assurance Officer during her personal and business leaves.
7. Miscellaneous other duties shared with and under the direction of the CAO.

Qualifications:

- Knowledge and skills in auditing and certification processes
- **At least 10 years of office work experience** with certification bodies or accreditation bodies
- Knowledge and experience in accreditation (preferred experience at accreditation bodies or experience at certification bodies managing accreditation tasks)

- Language skills: professional grade written and spoken English is required; Preferred, but not required: additional language skills in Turkish, Spanish, Japanese, or Chinese
- Effective speaking skills
- Knowledge of sustainable hospitality best practices
- Bachelor's degree or higher
- Comfortable working across different cultures
- Comfortable working independently
- Software skills: intermediate or higher level user of MS Office (Excel, Word, PowerPoint) and its Google equivalents, with proven ability to quickly learn various software applications

Working location:

Remote work basis. Preference for candidates from South Korea, Japan, or Taiwan.

Reporting Relationship:

Reporting is to the Chief Assurance Officer.

Application Procedure:

Qualified candidates are invited to submit their CV and a cover letter detailing their motivation for applying and relevant experience to mihee@gstc.org with the title '**Accreditation Senior Manager Application | applicant name**'.

Please do not apply if you do not meet the qualifications. Applications should be submitted **by January 31, 2025**.

Note: Candidates of interest will be contacted for further information and informed of the compensation package by February 5, 2025. Compensation will be determined based on the candidate's qualifications, experience, and geographic location.