



About Cuvée

Cuvée owns and curates the world's most exquisite collection of ultra-luxury homes in the most sought-after global destinations. Our vision is to create the world's most elevated travel experiences by connecting our guests to their surroundings through couture design and architecture, exceptionally tailored guest planning, and delivering fully immersive and authentic experiences. We boast the highest guest satisfaction rating in the industry with the numbers to prove it. With nearly 100% of surveys collected, our average rating is 4.96 out of 5 stars across five key categories.

At Cuvée, we go well beyond renting homes. We are masters of creating and curating extraordinary journeys, milestone celebrations, and authentic experiences throughout the destinations we call home. Learn more at cuvée.com.

Job Description

We are seeking a project manager with business and operations experience, who has excellent communication skills and attention to detail. Projects can relate to residential real estate, renovation, interior design, or administrative projects. This position requires a self-motivated, resourceful, high energy and proactive manager with a dynamic personality who thrives in a fast-paced, entrepreneurial-style environment with a sense of urgency.

Must be self-assured and set high standards of achievement, both personally as well as for the team and seeks opportunities to drive big wins. The ability to collaborate and work with and through others with a focus on team cohesion is critical.

The Project Manager will report directly to the Sr. Management Team.

Job Responsibilities:

- Conduct research needed for project execution
- Determine and define project scope and objectives
- Plan for resources needed to reach objectives and manage them in an effective and efficient manner
- Accumulate key date and respond to issues that arise
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments and progress
- Provide project and logistics support for the management team

Experience Requirements:

- Bachelor's Degree in business or related field
- 3+ years of project management and related experience preferably in the high-end hospitality or real estate / property management sectors
- Strong proficiency in MS Office
- Impeccable and responsive interpersonal and communication skills including verbal and written
- Problem solver that can work to overcome the obstacles that may prevent Cuvée from reaching its goals
- Excellent analytical skills
- Must be collaborative, self-starting and self-confident

Salary: Commensurate with experience; base + bonus

Submit Resume: rita@cuvee.com