



List of MSL International Group Service 美国蒙纳克颐养投资管理咨询项目表

III. Operations Management:

Including human resources management, systems, policies and procedures, reporting, and controls

三、运营管理:

包括人力资源管理、营运系统、执照达标、营运程序、管理报告及质量控制

1. Develop a detailed operating plan.

开发详细的运营计划。

2. Refine and complete pre-opening checklist.

完善并完成开业准备。

3. Provide operating standard, policies, and procedures.

提供运营标准、规章和程序。

4. Review operating systems and reporting and provide recommendation.

审阅运营系统及报告并提出建议。

5. Assist the client to execute an effective and efficient opening.

协助执行有效的营运计划。

6. Develop a departmental plan for each department and organize each - Concierge, Administration, Healthcare, Dining services, physical plant, housekeeping, life enrichment, transportation, marketing, sales/leasing, and outreach.

制定部门分类计划, 包括: 礼宾、行政、医疗保健、餐饮服务、设备维护、家政、娱乐、交通、市场营销、销售/租赁、宣传及保健等部门。

7. Establish quantitative and qualitative goals.

建立定量和定性目标

8. Assist client in establishing job descriptions and hiring guidelines and staff schedules. Assist client in establishing an associate handbook that contains all policies for staff members.

协助客户建立工作岗位职责、指导招聘、实施工作方案、帮助建立员工手册等。

9. Recommend uniform and dress standards

推荐工作服以及着装标准。

10. Assist in client in developing a preventative maintenance schedule.

协助客户开发预防性的维护计划。

11. Assist client in developing a safety and security program including a mass evacuation plan and fire safety plan.

协助客户开发安保计划, 包括紧急疏散计划和消防安全计划等。

12. Assist client in establishing vendors, purchase specifications, inventory controls, and purchasing controls.

协助客户建立库存, 采购规格, 库存控制和采购控制。

13. Assist client in designing accounting systems and internal controls including software, and training.

协助客户设计财务系统以及内部控制包括软件以及培训。