

# Crowne Plaza San Jose – Silicon Valley

777 Bellew Drive Milpitas, CA 95035



Situated just minutes from the San Jose Mineta International Airport, our modern hotel is the largest in Milpitas & offers the perfect combination of comfort & convenience right here in the "Capital of Silicon Valley." Whether guests are visiting for business or pleasure, they'll enjoy our well-appointed guestrooms, spacious suites & fabulous service from our friendly staff & delicious food & beverages in our Sevens Bar & Grill. Our guests enjoy plush accommodations & instant access to not only top corporate headquarters such as Cisco & SanDisk, but the area's best attractions, shopping, and dining in Silicon Valley, like the SAP Center, Tech Museum, Great Mall of Milpitas, Milpitas Square, and McCarthy Ranch.

## Open Positions

### March 24<sup>th</sup>, 2014

**Applications can be accessed on our website at:**  
*(Las aplicaciones pueden ser llenadas a travez de la pajina de Internet)*  
[www.ihg.jobs](http://www.ihg.jobs)

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#### **Guest Services Representative (Full Time)**

Check-in/check-out hotel guests in a timely and professional manner; process all payments according to established procedures. May assist with other duties as assigned including, but not limited to, concierge services and special guest requests.

#### **Maintenance Representative (Full Time)**

Perform general maintenance work to ensure hotel maintenance quality and safety standards are achieved and maintained. Perform preventative maintenance and other duties as assigned.

#### **SMERF Sales Manager (Full Time)**

Develop business and establish client base of individuals, organizations, associations, social, government, sports, military, educational, religious, fraternal, tour & travel businesses through direct outside and inside selling to secure business for the hotel to ensure that room night sales and revenue goals are met or exceeded. Actively prospect and qualify new business.

#### **Room Attendant (Full Time)**

Clean guest rooms and/or suites in a timely and thorough manner to ensure total guest satisfaction. May assist with deep cleaning projects, turndown duties, and other duties as assigned.

#### **Club Lounge Concierge (Part Time)**

Coordinate guests' needs, requests, and inquiries to ensure superior service and value for our guests. Attend food and beverage buffet areas ensuring high level of quality and consistency. Set up and tear down of service areas. May assist with other duties as assigned.

**As an Affirmative Action Employer, IHG supports a diversified work force and drug free work place.  
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