

Part Time Front Desk Host at Avatar Hotel (santa clara)



Use the following link to apply for this position:

<http://ch.tbe.taleo.net/CH02/ats/careers/requisition.jsp?org=JDVHOSPITALITY&cws=43&rid=6693>

We are currently looking for a talented Part-Time Front Desk Host for the Avatar Hotel who enjoys the hospitality industry and works well in a team. The ideal Front Desk Host for this opportunity will match the Avatar style, be an "out of the box" thinker, exhibit great multi-tasking skills, and have a passion for Joie de Vivre's creative and entrepreneurial culture, while maintaining a professional work ethic.

PROPERTY OVERVIEW

Avatar Hotel at Great America merges modern décor with the latest tech amenities and Wi-Fi necessities to help you feel comfortable and take care of business. Whether you're meeting with established technology gurus or building relationships with start-up entrepreneurs, Avatar Hotel keeps you online and synced up throughout your stay. Your days of being confined to cramped corporate quarters are long gone once you step into an Avatar Hotel room. A spacious modern design gives you room to relax while complimentary wireless Internet lets you stay connected and working throughout your stay. The interactive business lounge provides the perfect venue for informal meetings with clients. Plus, Avatar Hotel's location in Santa Clara puts you moments away from the San Jose airport and some of the biggest names in technology like Yahoo! and Intel. You're that close to signing your next blockbuster business deal. Combining comfort, technology and style, Avatar Hotel is the perfect portal to this vibrant technology hub. You'll be well-rested, connected, and ready to make things happen every day

COMPANY OVERVIEW

Based in San Francisco, Commune Hotels and Resorts are a boutique hotelier that is in the midst of an ambitious national expansion program. Commune Hotels and Resorts plans to add 20 more properties by 2015 through management agreements, joint ventures and acquisitions. As a hospitality company, our people are at the heart of what we do. Progressivism, enthusiasm, entrepreneurialism, creativity, and vibrant diversity create our unique corporate culture.

WHO WILL LOVE THIS POSITION?

* A person who enjoys a fast paced work environment and can respond quickly and smartly.

- * Someone who is comfortable and experienced in handling multiple cash transactions.
- * A person who is able to blend an authentic, unique, and personalized service with a professional approach.
- * Someone who enjoys traveling and have had experiences from a guest's point of view; to ensure our future guests receive the service and product you may of experienced in the past.

Our ideal candidate must be a team player with exceptional technical and communication skills. You must love to be "hands on". This person will need to have a good sense of guest service and telephone skills. Strongest candidates will have a hospitality background with a flexible schedule.

POSITION PROFILE:

- * Provide a memorable first and last impression to create a want to re-experience The Avatar.
- * Assist with all guests needs during their stay from directions to billing questions to creating future reservations.
- *Carry out duties as assigned in a timely, accurate, and professional manner, in accordance with Joie de Vivre Hospitality's core values.
- *Answering telephones; creating reservations in a friendly and professional manner.

REQUIREMENTS:

* Essential:

- 1.Previous guest service experience.
- 2.High school graduate, some college.
- 3.Ability to satisfactorily communicate in English (speak, read, write) with guests, management, co-workers and vendors.
- 4.Ability to accurately compute and manipulate mathematical calculations.
- 5.Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision.
- 6.Previous experience in cash handling.
- 7.Computer knowledge in Windows environment as well as proficiency in a property management system.
- 8.Ability to work a variety of varying schedules.
- 9.Punctuality and regular and reliable attendance.
- 10.Interpersonal skills and the ability to work well with co-workers and the public.

*Desirable:

- 1.College degree.
- 2.Ability to communicate in a second language.
- 3.Opera experience.