Job Opportunities as of May 3rd, 2019

ALL CANDIDATES MUST BE FLUENT IN VERBAL & WRITTEN ENGLISH. REFERENCE & BACKGROUND CHECKS ARE REQUIRED FOR ALL POSITIONS.

**Full-Time Positions**

(2) **ROOM ATTENDANT**
Must be able to clean up to 14 room credits per 8 hour shift. Must be service-oriented and able to understand and take directions from Supervisors in English. Must have flexible availability including weekends and holidays.

**HUMAN RESOURCES COORDINATOR**
Bachelor's degree in Human Resources/related field, or combination of education & experience; 1 year Human Resources experience preferred. Excellent verbal & written communication skills, strong organizational skills and attention to detail, proficient in Microsoft Office – Word, Excel, Outlook and PowerPoint. Experience with MAC OS and video editing highly desirable. Must be customer service and hospitality-oriented.

**Part-Time Positions**

**SHOWROOM HOST/HOSTESS**
Responsible for greeting and seating showroom patrons and answering and directing incoming calls. Must have excellent communication skills and at least one year of customer service experience. Working knowledge of Open Table and Vendini ticketing and seating platforms, and high-end restaurant, night club, or premier retail experience highly preferred. Must be able to work evenings and weekends.

**On-Call Positions**

**PM COOK III**
Minimum 1-2 years experience, culinary degree and knife skills preferred. Knowledge of classical, California and Japanese cuisine. Ability to understand menu items on tickets and be able to multi-task. Flexibility with working hours. Team player with ability to work different stations in kitchen, banquets, and Harmony. Must be available to work any afternoon/evening shift, with a flexible schedule availability to work other shifts as needed, including weekends and holidays.

Applications may be completed online at: [http://www.hotelnikkosf.com/employment.aspx](http://www.hotelnikkosf.com/employment.aspx)

Internal Transfer Request Forms can be obtained in the Human Resources Office

HOTEL NIKKO IS AN EQUAL OPPORTUNITY EMPLOYER M/F/Vet/Disabled

THIS ORGANIZATION PARTICIPATES IN E-VERIFY: [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify)