Job Opportunities as of April 19th, 2019

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

Management Positions

HUMAN RESOURCES MANAGER
The Human Resources Manager role is critical to the employment life cycle with Hotel Nikko San Francisco. The HR Manager will be responsible for the recruitment, on-boarding, coaching and development aspects of all employees within the hotel. In addition this position is responsible all employee relations activates in the hotel to include the annual holiday party, monthly birthday events, town hall meetings, all employee meetings, etc. A major focus will be the Forbes 5 Star Rating. Must have at least 3 years of experience in Human Resources in a management, supervisory, or coordinator role. Four year college degree preferably in Human Resource Management and/or Hotel Management.

Full-Time Positions

SERVICE NOW AGENT
Prior hospitality or customer service experience required. Knowledge of PBX preferred but not required. Must have excellent verbal communication skills, computer skills and multitasking ability. Must have a flexible schedule and be available to work weekends and holidays. Knowledge of food and beverage helpful.

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 3:15 pm -11:15 pm, including weekends and holidays.

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

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