JOB OPPORTUNITIES AS OF FEBRUARY 10, 2020
ALL CANDIDATES MUST BE FLUENT IN VERBAL & WRITTEN ENGLISH. REFERENCE & BACKGROUND CHECKS ARE REQUIRED FOR ALL POSITIONS.

MANAGEMENT POSITIONS

CATERING MANAGER
Successfully establish client base of individuals, organizations, associations, social, and/or corporate businesses through direct outside and inside sales efforts. Secure business for the hotel to ensure that catering revenue goals are met or exceeded, and actively prospect and qualify new business. Oversee client functions to ensure customer satisfaction. Some College plus 3+ years sales or catering related experience, or equivalent combination of education and experience. Amadeus experience highly preferred.

FULL-TIME POSITIONS

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.

RESTAURANT BUSSER
Will be working in the ANZU Restaurant. Responsible for assisting in service to guests, setting up and stocking workstations in a safe and thorough manner and assisting with appropriate meal services. Must be able to carry trays of 35 lbs. or more, memorize table numbers and positions, and have excellent communication with wait-staff, kitchen and managers. Flexible schedule required, must be available to work evenings including weekends and holidays, and other shifts as needed. Will cross-train as a Food Runner.

SALES COORDINATOR
Minimum 2 years administrative experience, hotel/hospitality industry experience a plus. Must be very proficient in MS Word & Excel and type a minimum of 55 wpm; Amadeus experience highly desirable. Must be detail-oriented, have strong organizational skills and interest in sales and hospitality industry. Must be fluent in verbal and written English. High school diploma required, 4-year college degree a plus.

PART-TIME POSITIONS

PM SHOWROOM SERVER
Must be available to work evenings, weekends and holidays. 1-2 years experience as a server in an upscale restaurant or bar/lounge required. Good knowledge of food and wine; excellent communication skills required.

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