MANAGEMENT JOB OPENINGS:

Director of Front Office (8/22/18): The candidate will work with the Director of Operations and Assistant Front Office Managers and supervisors to oversee the Front Desk staff, ensuring maximum Front Office operating efficiency. Managing and problem solving associate and guest issues while remaining professional at all times. The candidate will communicate with all departments on a continuing basis and handle guest complaints while maintaining a satisfactory impression with the guests. Must be able to work approximately 50 hours per week, flexible shifts, including weekends and holidays. Candidate should have at least 3 years directly related experience (Hotel-Front Desk) in a managerial role. Must have excellent organizational, supervisory, customer service skills.

Convention Services Manager (8/21/18): The candidate will discuss meeting room arrangements with planner and to communicate this information through respective hotel department heads via a conference/meeting resumes. The candidate will be responsible for coordinating all aspects of conferences as assigned by the Director of Sales & Marketing to include but not limited to: food and beverage requirements, timing of events, audio-visual requirements, special attention to guests, room type allocation, rooming list, amenities, function room set up, group transportation, type of check in, check out to include satellite check in, special meal requests, arrival/departure manifests, bag pulls, luggage, storage, complimentary rooms, billing instructions, authorized signatures, room deliveries, telephone and internet requirements, box storage and delivery, power requirements, key requirements, expected food and beverage outlet usage, group hospitality/office/registration desk requirements, business center requirements, entertainment, leisure activities, décor (to include floral) requirements. The candidate must have flexible work hours to include weekends and holidays in order to meet the demands of a 24-hour operation, excellent communication skills and strong computer knowledge. College degree, preferred. Minimum of 3-5 years’ experience in catering sales, or conference services, preferably as a manager in a luxury hotel property, preferred.

Assistant Front Office Manager (8/1/18): The candidate will work closely with the Director of Front Office Operations and night staff to ensure maximum Front Office operating efficiency during the evening hours. The candidate will be responsible for communicating with all department managers on a continuing basis as well as handling guest complains while maintaining a satisfactory impression with the guest on resolving any complaints. Previous luxury hotel experience is required. Minimum 1 year of management experience, preferable in Front Office, preferred. Four-year college degree, preferable in the hospitality industry, preferred. Knowledge of Property Management Systems and related computer programs, highly preferred. Must be able to work a flexible schedule to include weekends and holidays.

HOURLY JOB OPENINGS:

Achilles's Server (AM) (1 opening): The candidate will serve food and alcoholic beverages to our guests. Candidates will set tables according to type of event and service standards. Candidate will take orders and answer questions/offer suggestions on menu selections. Must be able to work in a fast-paced environment. 1 year serving experience with a quality establishment, preferred. Must be able to work a flexible schedule to include weekends and holidays. Cobb County Alcohol Permit required.

Bartender (1 FT): The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Pool Bar. Candidate must have knowledge of various mixed drinks, handle cash and credit card transactions and provide excellent customer service in multiple outlets. Candidate must have extensive wine knowledge. 1-2 years’ experience bartending, required. Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

Bellperson (3 FT openings): This candidate will provide assistance and service for guests, as well as the hotel, in order to ensure pleasurable accommodations. The candidate will greet guests, assist with luggage and other items and safely transport them to their rooms upon check in and checkout. Candidates must have excellent customer service skills. Candidates must possess strong communication skills, and be friendly, and outgoing. Must be able to work flexible shifts to include weekends and holidays.

Front Desk Agent (3 FT openings): The candidate will be responsible for providing a five-star welcome and departure experience to each guest, as well as, serving as ambassadors throughout the guest’s stay. The candidate will be responsible for making the first impression upon our guests by extending a warm welcome, providing information about the hotel and local area, and offering our full range of upscale hotel amenities and services to them. The candidate will also be responsible for settling guest accounts upon check-out, resolving guest issues and completing special requests. They work closely with all hotel departments especially our Concierge, Bell-Door and Ideal Services teams. Must be able to work a flexible schedule, including AM, PM, weekends and holidays. Previous hotel front desk experience strongly preferred. Previous customer service experience. Previous cash handling experience preferred.
**Guest Room Attendant (15 openings):** The candidate will be responsible for maintaining a high standard of cleanliness in each guest room. The candidate will refresh rooms for guests who are continuing their stay, as well as, thoroughly clean rooms of guests who have checked out in preparation for the next guest checking in. Candidate must be able to stand for extended periods of time, be able to lift at least 25 pounds, and have excellent customer service skills. Candidate must possess a strong attention to detail. Previous experience in housekeeping, strongly preferred. Must be able to work a flexible schedule to include weekends and holidays.

**Housekeeping Houseperson (2 openings):** The candidate will be responsible for ensuring assigned public space and guest room floors are kept fully stocked and clean to provide support to Guest Room Attendants while maintaining Omni standards and exceeding our guest expectations. The candidate must be able to work in a fast-paced environment, communicate effectively with fellow associates and guests in person or via a cellular phone/radio, and be able to lift up to 50 pounds on a regular basis. Must be able to work a flexible schedule to include AM and PM shifts including weekends and holidays.

**Housekeeping Supervisor (AM) (1 opening):** The candidate will ensure that he cleaning and servicing of guest rooms, public areas, and back of house landings meet Omni four star/four diamond standards. Special assignments will be given as directed by the Executive Housekeeper. Candidate will be responsible for logging any repairs or discrepancies of guest rooms by using the Maintenance request form. They will also ensure that all guest room attendants have appropriate linens and supplies, as well as assist in cleaning rooms when necessary. Must be able to lift a minimum of 50 pounds and able to push or pull a minimum of 75 pounds. Must be able to communicate via radio and phone as needed. Strong attention to detail and a sense of urgency is required. Must be able to work all shifts with open availability, including weekends and holidays.

**Ideal Services/PRX Operator (1 FT, 1 PT opening):** The candidate will handle all incoming communication, assisting with needs and providing services to guests and associates in a courteous and professional manner, in accordance with Omni Standards. The candidate should be able to effectively utilize the phone, push to talk radios and alarm systems in the Ideal Services area as well as be generally familiar with all hotel rate plans, rate codes and reservation procedures. Previous hotel or similar customer service experience, preferred. Must be able to work multi-line phone system as well as accurately and efficiently input information into computer systems. Must be able to sit for an extended period or for an entire work shift. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

**Laundry Attendant (1 openings):** The candidate will ensure that all Housekeeping and Food & Beverage linens are processed in a timely manner meeting the expectations of Omni Hotels & Resorts standards. The candidate will need to be available as early as 5am for the morning linen drop off, in addition to have flexible and open scheduling. Must be able to stand in workstation for an extended period of time. Must be able to lift up to 50 pound on a regular basis. Must be able to bend, stoop, squat and stretch on a regular basis as well as push and pull carts up to 250 pounds often throughout the shift. Must be able to work a flexible schedule including day, evening, weekends and holidays.

**Lobby Attendant (1 AM/PM & 1 PM shifts):** The candidate will service and maintain the cleanliness of all public areas, including associate restrooms, lobbies, executive office, pool area as well as other areas in the back of house. Special projects may be assigned by Housekeeping supervisors or managers. Must be able to bend, life, carry, push, pull, and place objects weighing at least 50 pounds without assistance. The candidate must have good communication skills. Must be able to work a flexible schedule, including AM, PM, weekends and holidays.

**Lobby Bar Barback (2 openings) (FT & PT):** The candidate will assist the bartenders in maintaining Lobby Bar cleanliness, setup, and stock. The candidate will ensure that the work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively. Cobb County Alcohol Permit is required. Must be able to stand for extended periods of time. Previous experience as a barback, preferred. Must be able to work a flexible schedule to include weekends and holidays.

**Loss Prevention Officer (2 FT):** The candidate ensures the safety and tranquil stay of hotel guests and employees, to enforce the policies and procedures of the hotel and to record in writing any assigned task. Prepare incident and accident reports accurately and in the format specified by the Director of Loss Prevention. Candidate must be able to stand and walk for up to 4 hours per shift. First Aid/CPR certification preferred. Must be able to work all AM, and PM shifts with open availability, to include weekends and holidays.

**Night Audit/Overnight Front Desk Agent (1 FT opening):** The candidate must be able to deliver high-quality service to guests upon arrival and departure as well as resolve any guest issues during their stay. The candidate must also be able to enter reservations, and handle all cash and credit card transactions. The candidate must also be able to oversee and coordinate all nighttime front desk and audit functions, execute computer maintenance requirements, and ensure all financial transactions for the day are verified and balanced. The candidate will assist in balancing of daily posting and revenue, and resolution of inaccuracies. Prior hotel and/or cash-handling experience preferred. Prior guest service experience preferred, preferably hotel front office experience. Candidate MUST be able to work a flexible overnight schedule, to include weekends and holidays.

**On-Call Banquet Server (1 openings):** The candidate will ensure that all food and beverage service for functions in the Banquet department of the hotel are served on time. They will attend to all needs of the guests during functions and perform duties as required by Banquet Manager and Captains. The candidate must be able to stand for prolonged periods of time and be able to lift up to 50lbs. Must have a current Cobb County Alcohol Permit. TIPS Certified. Prior serving experience in a four-star/four-diamond hotel or resort, strongly preferred. Must have a flexible schedule to include weekends and holidays. Must be able to work on-call as necessary.
Retail Shop Attendant (PT) (2 openings): The candidate will be responsible for greeting guests in the retail shops. Additionally, the candidate performs the role of a shopkeeper, presenting merchandise to customers, assisting with merchandise selection, and facilitating the sales transaction. Candidate will also be responsible for accurately recording sales and other transactions using the point of sale system, stocking shelves, counters, tables and similar display fixtures with merchandise in a fashion that maximizes product visibility and promotes sales. Previous customer service experience required, retail experience preferred. Previous cash handling experience required. Must have strong guest service skills. Must be able to stand for length of shift, and be able to lift and move up to 25 lbs., occasionally extending arms and hands. Must be able to work a flexible schedule to include weekends and holidays.

Storeroom and Receiving Clerk (1 opening): The candidate will ensure that all food items received meet the approved criteria established by the hotel Food and Beverage/Purchasing Departments. Conducts a thorough, but prompt, inspection of every delivery to ascertain proper specification factors to determine acceptability. The candidate will check shipments by comparing it with Daily Order Sheets and invoices to insure that what we are receiving is what was ordered (quantity, price, quality state, size, count, weight tolerance and acceptable expiration date). The candidate will conduct random spot-checks of all perishable items for proper storing and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical Inventory. Candidate must be able to accurately and efficiently input information into computer system. Must have open and flexible availability to work AM and PM shifts as well as weekends.

Turndown Attendant (1 opening): The candidate will be responsible for making lasting impressions on our guests by ensuring the guest’s room is clean, attractive and welcoming at all times. The candidate will provide extra touches to our guest’s rooms suitable for our guests. The candidate will offer ice and other amenities such as extra towels and pillows, turn-down the bed, freshen-up/clean the room, turn on the television and music to a soothing and relaxing channel, draw the curtains close and more. Manual labor experience required. Basic English skills are required (must be able to answer basic questions about services and amenities, give directions to guests). Housekeeping experience preferred. Must be able to stand, bend and do repetitive movements for long periods of time, as well as lift up to 20-25 pounds intermittently, and occasionally 50 pounds and have the ability to push and pull housekeeping supply cart. Must be able to work a flexible schedule to include weekends and holidays.