CURRENT JOB OPENINGS
As of 11/19/2018

MANAGEMENT JOB OPENINGS:

Market Business Travel Sales Manager (11/9/18): This position is responsible for multiple properties within the same region. The Market Business Travel Sales Manager can anticipate working a portion of each week from the Omni CNN Center property and the Omni Battery Park property. The Market Business Travel Sales Manager is responsible for achieving monthly room night goals, developing and implementing sales action plans, maintaining positive interdepartmental communications and to complete special projects as assigned by the Director of Sales and Marketing or the Corporate Director, Travel Industry & Business Travel Sales. The candidate must have the ability to multi-task in a fast-paced environment and possess strong customer service skills. The candidate must have at least 4-5 year of transient hotel sales experience. College degree, preferred; preferably in hospitality.

Front Desk Agent (1 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.

Front Office Supervisor (1 FT opening): The candidate will ensure the appropriate checking in and checking out of guests in a courteous and professional manner while maintaining four star/four diamond standards. Additionally, he/she will be responsible handling guest issues and forwarding along as needed. The candidate will be responsible for training new associates. Must be able to work a flexible schedule, including AM, PM, weekends and holidays. Previous experience as a supervisor, preferably in Front Office, strongly preferred. Must be able to stand for prolonged periods of time. The candidate must be able to stand for 8 hours, and have the ability to work flexible shifts and hours including weekends and holidays, and some overnight shifts.

Guest Room Attendant (14 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. 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 telephone/radio, and be able to lift up to 50 pounds on a regular basis. 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 telephone/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.

HOURLY JOB OPENINGS:

Banquet Captain (1 opening): The candidate will be responsible for coordinating the execution of our events in our multiple private event rooms. The candidate will be responsible for motivating and leading our team of banquet servers and bartenders to ensure our members and guests expectations are exceeded. Must have a minimum of 3 years’ banquet serving experience. Those with previous banquet captain or other similar leadership experience are preferred. Candidate must have proven leadership skills and must be able to direct, develop and motivate staff. The candidate must be familiar with BEO’s, Banquet Checks and Banquet Room Sets. The candidate should have the ability to clearly and pleasantly communicate both verbally and in writing in English with guests, management and co-workers, both in person and by telephone. The candidate should have the ability to work cohesively with co-workers both within and outside of your department, the ability to compute accurate mathematical calculations and have previous cash handling experience. Must have valid Cobb County Alcohol Permit.

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.
**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):** 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, 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 (1 opening):** 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.

**Lobby Bar Bartender (2 openings):** The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Lobby 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. Extensive wine knowledge. Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

**On-Call Banquet Server (5 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.

**Steward (Dishwasher) (2 openings):** The candidate will ensure the equipment and food required for the function(s) are available to the waiters at the appropriate time and to wash and clean all cookware from kitchen production on areas in accordance to Omni standards. Previous stewarding experience required (hotel preferred, although other environmental services positions will be considered) Must be able to push/pull objects weighing up to 75 lbs. without assistance. Must be able to work around a variety of chemicals and be able to respond to hazardous situations. Must be able to work a flexible schedule to include weekends and holidays.

**Stewarding Supervisor (1 opening):** To supervise the day-to-day operation of the department for a given shift. To control and distribute operating equipment, maintenance of cleaning and sanitation standards, supervision of all utility, pot washer, dishwasher, and worker assignment tasks. The candidate must maintain required standards of sanitation and cleanliness. Candidate is required to have at least 1-year stewarding experience, preferably in a hotel environment, and/or 6 months hotel supervisory experience. Previous leadership experience and/or responsibilities are preferred. Ability to train a staff to produce high volumes of work while maintaining quality per Omni standards. Ability to accurately and efficiently input information into computer systems. Ability to work cohesively with co-workers both within and outside of your department. Strong organizational skills with the ability to multi-task in a fast paced environment. Must be able to work a variety of shifts, including weekends and holidays. Move, carry and place objects weighing up to 50 pounds without assistance and move, push, pull objects weighing up to 100 lbs. Stand or walk for an extended period or for an entire work shift. Valid Food Safety Certification is required.