Applications are accepted on-line at www.omnihotels.com

Omni Hotels & Resorts is an employer that offers equal opportunities. We evaluate qualified candidates regardless of race, color, religion, sex, sexual orientation, gender identity, origin, disability, veteran status or other legally protected characteristic.

Management job openings:

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 resume. 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, roaming 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.

Hourly job openings:

Achive’s server (1 AM & 1 PM openings): 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.

Achive’s restaurant host/hostess (1 FT): The candidate will welcome and seat guests in the restaurant. The candidate will assist managers and other workers with opening and closing the restaurant. The candidate will answer phones, enter reservations, and inform guests of daily specials and menu items. This candidate must have excellent verbal skills, be able to stand for extended periods of time, and lift at least 10lbs without assistance. The candidate must be able to work all shifts with open availability, to include AM and PM shifts, as well as weekends and holidays. Previous experience as a restaurant host/hostess, preferred.

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.

Banquet houseperson (1 opening): To candidate will ensure the function room is set according to guest expectation and Omni standards. This position will set up, breakdown, and clean all space associated with banquets and conventions. Previous experience in a hotel, organizing and setting up meeting rooms for functions, highly preferred. Candidate must be able to work in a fast paced environment, have the ability to multi-task, and stand and walk for an extended period of time or for an entire shift. Candidate must also be able to move, lift, carry, push, pull, and place objects weighing up to 75lbs without assistance as well as push and pull carts and equipment weighing up to 250lbs on a regular and continuing basis. Must be able to work flexible shifts including afternoons, evenings, 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.
**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 (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 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.

**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/PBX Operator (1 FT 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.

**Loyalty Ambassador (1 opening):** The Loyalty Ambassador maximizes opportunities for creating loyal Omni guests, while ensuring appropriate checking in and checking out of guests and providing services to these guests in a courteous and professional manner. The Loyalty Ambassador develops relationships with Select Guest members and serve as their point of contact for any hotel or program questions. Previous customer/guest service experience required; hotel and front office experience is strongly preferred. Previous experience in high customer contact environment; with previous experience answering customer questions and handling customer concerns. The candidate must possess the ability to multi-task in a busy environment, follow through successfully on guest requests, ensure guest satisfaction, and work as a team player. The candidate must be service and detail oriented; possessing a friendly approachable demeanor and strong problem-solving skills. Must be able to work nights, holidays, and weekends. 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 accurately and efficiently input information into computer systems, work cohesively with co-workers both within and outside of your department, and the ability to think clearly, quickly and make concise decisions. The candidate should be able to prioritize, organize and follow up as well have the ability to work well under pressure, dealing with many arrivals and departures within a short period of time. Previous cash handling and multi-phone usage experience, preferred.
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.

Production Cook 1 (AM/PM) (2 openings): The candidate must be able to prepare all hot/cold food items. The candidate will also be responsible for consistency and quality production and ensuring that all food is served according to specification. Candidate must be able to display basic knife skills. Candidate must be able to stand for 8+ hours per day and be able to multi-task. Must be able to work a flexible shift to include nights, weekends and holidays. Minimum of 1 year experience in fast paced, high volume culinary environment, required.

Production Cook 2 (AM/PM) (1 openings): The candidate must be able to prepare all hot/cold food items. The candidate will also be responsible for consistency and quality production and ensuring that all food is served according to specification. Candidate must be able to display excellent knife skills. Candidate must be able to stand for 8+ hours per day and be able to multi-task. Must be able to work a flexible shift to include nights, weekends and holidays. Minimum of 2 years’ experience in fast paced, high volume culinary environment, required.

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.

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.