**DIRECTOR OF OPERATIONS (12/13/18):** The Director of Operations assists in the overall management responsibility for the operation of the hotel including associate relations, guest service, profitability, product quality, and compliance to the hotel’s Program Book and Omni standards. The Director of Operations will work closely with the other Executive Committee members to insure all financial, service standards and employee relation goals are met. The Director of Operations will coordinate, supervise and direct all aspects of the operation with the support of department heads and assistant managers. Assists in developing annual budget and action plans, including annual objectives. The candidate must possess a Minimum of 5 years of Hotel Management Experience in a 4-Diamond hotel/resort environment, with a focus on Food & Beverage and Rooms, required. The candidate must have the ability to budget and forecast productivities and direct expenses as well as the ability to establish and maintain relationships with vendors, community and organizations. The candidate must have excellent technical skills to include MS Office, PMS system Opera, Delphi and Oracle. College degree in hotel & restaurant management, or equivalent. Must be able to work a flexible schedule to include weekends and holidays.

**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.

**ACCOUNTS RECEIVABLE CLERK (1 OPENING):** The candidate will be responsible for providing the appropriate billings and back up data of the Hotel's functions booked by the Banquet and Sales Departments. Handling of account(s) through settlement and guest satisfaction. Previous hotel experience, preferred. High school diploma or equivalent. The candidate must be proficient in Excel, Outlook and other general computer skills. The candidate must be able to communicate with internal and external guests. Previous hotel experience preferred. Prior receivables and/or accounting experience preferred.
Banquet Cook (AM/PM) (2 openings): The candidate must be able to prepare/serve high quality banquet food while maintaining high quality standards. The candidate will also be responsible for learning all menu items produced by assigned station and preparing a mixture of buffet and plated style items. Relevant culinary experience, preferably in high volume upscale hotel boutique operation, preferred. Candidate must be familiar with batch and quantity cooking. Candidate must be able to stand for more than 8 hours a shift. Candidate must be able to bend, stoop, lift more than 50 lbs. Must have basic knife skills. Must be able to work a flexible shift to include nights, weekends and holidays.

Bellperson (4 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 be 21 years or older and must possess a valid Georgia Driver’s License and a clean driving record. Previous experience as a Bellperson, strongly preferred. Candidate must have excellent customer service skills. Candidate must have strong communication skills, and be friendly and outgoing. Candidate must maintain a professional business appearance, attitude and performance. Must be able to work flexible shifts to include weekends and holidays.

Engineering Mechanic (PM) (1 opening): The candidate will be responsible for ensuring that all work requests pertaining to kitchens, function rooms, food outlets and public areas are maintained with a reasonable amount of repair. The candidate must know how to work on and repair plumbing systems as well as electrical troubleshooting repair. Candidate must be able to handle frequent lifting, pushing, pulling and carrying. The candidate must know and be able to repair electrical and plumbing. The candidate will be required to perform inspections and repairs anywhere in or out of hotel property. Frequent bending and/or kneeling required to inspect and repair equipment. The candidate must have the ability to stand/walk for long periods of time, crawl for short periods of time; bend, reach over-head, squat, kneel for extended periods of time and the ability to lift/carry/push/pull up to 50 pounds frequently. 100% of mobility required in all areas of hotel property and ground. The candidate must be able to climb a ladder, work in high places and confined areas; Lift driving required | Electric meters, hand tools, drills, grinders. Candidate must also have good communication, attention to detail, time management, and computer and guest satisfaction skills. Must be able to work a flexible schedule including weekends and holidays.

Front Desk Agent (2 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 (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. 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 (1 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.

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, 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/Food Runner (1 FT and 1 PT opening): The candidate will assist the Lobby Bar team 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. The candidate will also be responsible for assisting with running food from the kitchen to the Lobby Bar and ensuring that all dishes that leave the kitchen are up to standards. Current Cobb County Alcohol Permit required. Must be able to stand for extended periods of time and be committed to providing exceptional customer service. Must be able to work a flexible schedule to include weekends and holidays. Must be able to stand for extended periods of time. Previous experience as a barback, preferred. Previous experience as a food runner, preferred.

Loss Prevention Officer (1 FT opening): 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. Candidate must be able to communicate effectively by telephone, email, radio and reporting. Candidate must have basic computer knowledge. Candidate must be able to reach various areas of the hotel at a rapid pace, if necessary. Candidate must be able to remain calm and professional during stressful situations. Candidate must have a minimum of 6 months Loss Prevention/Security experience and/or a military background. Must be able to work all AM, and PM shifts with open availability, to include weekends and holidays.
Night Audit/Overnight Front Desk Agent (2 FT openings): 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. The candidate must be able 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 must have the ability to accurately and efficiently input information into computer systems; work cohesively with co-workers, both within and outside of the department; think clearly, quickly and make concise decision; and prioritize and follow-up. The candidate must also have the ability to compute accurate mathematical calculations; work well under pressure, dealing with many arrivals and departures within a short period of time; and be able to stand for extended periods of time. 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.

Restaurant Server (AM) (2 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.

Steward (Dishwasher) (3 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.