Organization Name: Hotel (The Mercer)

Worksite Supervisor’s Name: Roxana Hayda

Email: rhayda@mercerhotel.com

Title: Operational Office Coordinator

Location: 147 Mercer Street, New York, NY 10012

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary

Wage (optional): $40,000 depending on experience

Min. Education: Associate's Degree

Min. Experience: 1 - 2 Years

Job Description: Ensure day to day smooth operation of the hotel housekeeping department and coordination of all operating departments (front desk, front services, engineering and reservations) to ensure guest expectations are met and exceeded.

Primary Responsibilities:

- Answer all guest, inter and intradepartmental calls coming to the housekeeping department
- Assign task sheets to the housekeepers and housemen
- Review arrivals report noting all concerns requiring follow-up and relay to staff
- Conduct weekly and monthly inventories
- Make purchase orders for guest, office, amenity and cleaning supplies
- Write and send shift reports
- Conduct morning line-up meetings with the staff
- Assist with other special projects by the director of housekeeping.

Qualifications: Strong communication skills, supervisory skills, attention to detail, ability to multi-task and the ability to excel in a high pressure environment.

Application Instructions: Kindly e-mail resume and cover letter to rhayda@mercerhotel.com

Disclaimer Information

About the organization: The Mercer is SoHo’s foremost luxury hotel. An André Balazs property.

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