

Community Legal Center has an immediate opening for a full -time Administrative Assistant. Job description are attached. Interested parties should send a resume to megclc@gmail.com or by mail to CLC, 910 Vance Ave., Memphis, TN 38126.

COMMUNITY LEGAL CENTER

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

JOB SUMMARY: The Administrative Assistant works under the direction of the Executive Director to maintain and organize the office, maintain the database, and perform clerical duties. The objectives of this position are to ensure the smooth operation of the CLC office, to present a positive image of CLC to the public, and to assist the Executive Director in running CLC.

DUTIES AND RESPONSIBILITIES:

- With the ED, assess and implement Community Legal Center's office procedures
- Create a positive and professional image of CLC with telephone callers and other facets of the public with which the assistant has contact
- Answer client telephone calls if no volunteer is present
- Maintain the client and attorney databases
- Assist with the pro se clinic
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in business, social service, or related field or equivalent experience
- Working knowledge of Word, Access, and Windows
- Good written and verbal communication skills
- Interest in legal advocacy and public interest law

WORKING ENVIRONMENT

Office environment; flexible hours; some evening or variable hours to attend meetings and the legal clinic; pleasant working environment; work with staff and Board of Directors who are grateful for the help of assistants.

CLASSIFICATION: Hourly

RISE Foundation

Job Title: Administrative Coordinator

Location: 2650 Thousand Oaks Blvd., Suite 2400 Memphis, TN 38118

Division/Department: Administration/Programs

Status: Full-time, Non-exempt

Reports to: Chief Operating Officer

Closing Date: February 20, 2012 at 12 o'clock noon.

Projected Start Date: March of 2012

How to Apply: Please note that only qualified individuals need apply. You will only be contacted if you are selected for an interview. Email or mail a cover letter, resume and three professional letters of reference (in one email) to humanresources@risememphis.org no later than 12:00 p.m. on Monday, February 20, 2012. All correspondence sent via the US Postal Service must be postmarked by Monday, February 20, 2012.

GENERAL JOB SUMMARY

RISE Foundation, a local nonprofit with a mission to empower people to become self-sufficient by building and sustaining human and financial assets, has an opening for an administrative coordinator. Generally, the coordinator will: Assist with administrative and human resources activities as requested Assist with outreach activities for program community partners, customers and clients Maintain electronic databases for programs as requested Process invoices for grants; monitor fiscal activities Perform other related duties that may be added at the supervisor's discretion.

MINIMUM JOB REQUIREMENTS AND QUALIFICATIONS

Education: Associate degree required. Bachelor preferred.

Experience: Experience as a full-time administrative/program assistant for a minimum of 3 years required.

Demonstrated experience developing and/or managing grants and operating budgets required.

Experience working in a nonprofit organization a plus.

Knowledge/Skills/Abilities: Proficiency in typing (50 wpm). Working knowledge of Microsoft Office software applications (esp. Word and Excel) and the ability to master other software applications is required. Excellent interpersonal, oral and written communication skills are mandatory. Ability to manage multiple projects. Good work ethic is a must.

Other: A valid driver's license, state mandated insurance and daily access to an operable automobile is required. Occasional evening hours are required. A background screen will be conducted.

SALARY and BENEFITS- Low to Mid \$30s annualized plus benefits.

Sears Logistics Services

POSITION DESCRIPTION: DC Department Manager

Job Location: 3456 MEYERS AVENUE

City: MEMPHIS

State: TN

Zip: 38108

Contact Person: Don Roberts HR Mgr.

Phone: [\(847\) 286-2927](tel:8472862927)

Ext:

Fax: [901-325-7414](tel:9013257414)

Application Site: Same as above

APPLICATION PROCESS: Call for Appointment

POSITION TITLE: DC Department Manager

Full Time: Yes

Regular: Yes

No. of Openings: 1

Part Time: No

Benefits: Yes

Hours/Week: Flexible

Weekends: Yes

Shift Work:

Compensation/Wage: Not Specified

(Minimum one weekend day per week)

- Establishes and monitors the daily production schedules, priorities and ensures priorities are adhered to and that resources are utilized properly to control cost.
- Monitors procedures set forth in the department to ensure integrity and accuracy of inventory and that available resource are utilized productivity in order to control cost.
- Determines and implements appropriate departmental procedures and monitors adherence to, efficiency and cost effectiveness of the processes. Recommends changes, revisions, additions or deletions as necessary.
- Hires, orients, trains, evaluates, recommends pay increases and develops associates. Carries out disciplinary actions or recommends termination of employment as appropriate.
- Establishes sound process improvement initiatives that drive year over year improvement.
- Develops working relationship with department managers to ensure all needs are being met in priority order. Supervises daily activities of staff and is held accountable for their performance. Allocates work, monitors productivity, and procures resources to facilitate staff performance, ensuring high standards of quality, accuracy, housekeeping, merchandise damage minimization and safety.
- Shares and provides appropriate information and anticipates information needs of all distribution center associates in accordance with company quality and communication time schedule requirements.
- Determine staffing needs for optimum department operations.
- Communicates on daily basis with operations managers and other DC managers on issues, ideas, processes, priorities, etc. to maintain department at a high level of efficiency.
- Ability to physically access all areas of working environment that he/she is responsible for to observe operations, observe associates, instruct in methods of operation, and assess needs.
- Flexibility to work variable shifts.

A comprehensive and competitive benefit program is designed to meet the needs of our associates and their families. Benefits eligibility depends on employment classification, location, and other variables.

Benefits offered include:

- Medical and Dental Plans
- Health Care and Dependent Daycare Flexible Spending Accounts
- Short and Long-Term Disability
- Company Paid and Optional Life Insurance
- Business Travel Insurance
- Merchandise Discount
- Adoption Assistance
- Kmart Advantage Rx
- ConSern Loans for Education
- Worklife Solutions
- Voluntary Benefits
- Commuter Benefits
- Sears Holdings Corporation Associate Stock Purchase Plan
- 401(k) Savings Plan
- Vacation Time with Personal Days
- National Holidays

MLGW

GENERAL TELLER POOL

ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED on Friday, February 17, 2012

DUTIES: Receive/process mail and cash payments from customers and collections from agents; process cash/checks for bank deposits.

Must successfully complete Data Entry Exercises Group C. Must successfully complete Teller Vision Simulation. Must successfully complete Placement (Group 16B "General Clerical")/ Performance Exercises. Must successfully complete Customer Contact Test. Must have a valid driver's license from state of residence.

Work Environment: Works inside under good conditions.

Candidates accepting Employment with MLGW must live and maintain their residence within the boundaries of Shelby County, Tennessee within six months of their employment date.

http://www.mlgw.com/SubView.php?key=about_currentopen

Pre-register at anytime. jobs@mlgw.org
901-528-4241 Job Recording

HELP WANTED

Job Fair for Great American Steamboat Company, Tuesday, Feb. 21, from 7 am – 7 pm at Cook Convention Center, 255 North Main Street, Memphis; Available employment for hospitality, housekeeping, culinary, marine and technical crew, and other front and back-of-house positions

Super Job Fair, Tues., March 13, 9 am - 1 pm, Raleigh United Methodist Church, 3295 Powers Rd. 38128 (Twenty-six companies; Bring multiple copies of your resume, dress for success)

Medical Assistant (Must be certified, need experience; Fax resume to 1-662-536-4443)

Apartment Make-Ready (Need painting and cleaning skills; Call 213-8081)

Job Matchmaker! Call 1-888-862-9540, free job placement service provided by the Commercial Appeal

Fitness/Sales, Omni Health and Fitness (Need own transportation; Call Marty at 854-8998)

Legal Secretary (Need computer skills; Fax resume to 570-6959)

Maintenance Technician, Kelly Services (Need HS Diploma or GED; Call 398-9386, ext. 208)

Warehouse, Swift Staffing, 2715 Kirby Pkwy., Suite 13 (Apply in person)

Wildlife Specialist, Nuisance Wildlife Control Company (Call 570-6959)

Automotive Mechanic (Call 870-6787)

Valet Parkers (Need good driving record, valid driver's license; Apply online at www.townepark.com)

Maintenance Technician (Fax resume to 357-2971)

Yellow Pages Delivery (Need valid driver's license, insured vehicle; Call 1-800-422-1955 ext. 1)

Avon (Call Florence Chamberlin at 572-7343)

Sales Assistant (Need computer skills; Fax resume to 725-0147)

Automotive Technician, Winchester Tire (Need tools, experience and valid driver's license; Call Todd at 345-5484)

Telephone Interviewer, BR Interviewing, 3035 Directors Row, Memphis, TN (Need computer skills; Apply in person)

Medical Receptionist (Fax resume to 767-6000)

Medical Assistant/Receptionist (Fax resume to 754-8883)

Yoga Studio Receptionist (Need computer skills; Email resume to smoss@interstatebloodbank.com)

Courier (Need vehicle; Call 521-8282 ext. 1017)

Help Wanted (Call 324-4199)

School Bus Drivers, Durham School Services, 1689 Getwell Drive or 1384 Farmville or 5679 Shelby Oaks Drive, Memphis (Apply in person)

Trainees/Trainers, French Riviera Spa (Call 591-5200)

Cable Installation Tech (Need valid driver's license; Email resume to careers@ftsusa.net)

Warehouse, ScanSource (Apply online at www.scansourceinc.com)

Forklift Drivers, All In A Day Temp Services, 3360 Goodman Road, Southaven, MS (Need experience, license; Apply in person)

Customer Service (Call 1-770-810-5611)

Maintenance/Management/Agent/Customer Service, Budget Rent A Car (Need valid driver's license; Apply in person at any location 8 am – 5 pm)

Customer Service/Installers (Call 881-0694)

All Positions, Resorts Casino Tunica (Apply online at www.resortstunica.com)

Collection/Disconnect Tech (Need truck or van; Call 214-4358)

Forklift Operators, Kelly Services (Need experience, HS Diploma or GED; Call 398-9386 ext. 221)

Teachers, Word of Faith Christian Academy, 3528 Sharpe Ave., Memphis (Apply in person)

Window Cleaners (Call 624-4558)

Warehouse, Talent Force, 2899 S. Mendenhall, Suite 1, Memphis (Need 2 forms of ID; Apply in person 8 - 11 am)

Warehouse, Exel, 11244 S. Distribution Cv., Olive Branch, MS (Apply in person Mon. or Fri., 9 – 11 am and 1 – 4 pm)

Disconnect Technician/Comcast (Need truck or van; Call 362-5732)

Forklift/Clamp Drivers, PSC Staffing, 3731 S. Mendenhall, Memphis (Need experience; Apply in person)

Warehouse/Pickers/Forklift, Simos, 4205 Hacks Cross Road, Suite 114, Memphis (Need Forklift Certificate; Apply in person)

Pickers/Packers/Warehouse/Forklift, PSP Solutions, 8705B Northwest Drive # 10, Southaven, MS (Apply in person with two forms of ID 9 am – 1 pm)

Goodyear Service Technician (Need ability to lift an object weighing up to 60 pounds, valid driver's license, and H.S. Diploma or GED preferred; Apply online at www.goodyear.com/careers)

Production Workers, Guardian Fiberglass, 7046 Stateline Road, Mineral Wells, MS (Regularly accepts applications 8 am – 5 pm)

Material Handlers/Pickers/Forklift/Operators, Axxcess Staffing Services, 6073 Mt. Moriah Road Ext., Suite 19, Memphis (Apply in person 9:30 am – 2 pm)

Welders/Fabricators/Maintenance/Forklift/Laborers, All In A Day Temp Services, 3360 Goodman Road, Southaven, MS (Apply in person)

Forklift/Warehouse, Kelly Services (Need some experience; Call 1-877-535-5992 for warehouse, 1-901-398-9386 for forklift)

Forklift Driver, Paramount Staffing, 5888 Distribution Drive, Memphis (Need HS Diploma or GED, experience; Apply in person Tue. – Thur. starting at 9 am or call 367-8888 ext. 2707)

Hair Stylist/Barbers/Manicurist, Lynn's Got It Going On #2 Beauty Salon, 1119 Springdale , Memphis (Need license; Call and make an appointment for interview, 276-3400)

Jobs/Education/Training/Grants, Tennessee Career Center, 444 North Main Street, 2nd Floor, Memphis Area Transit Authority Terminal, Memphis, TN, 38105 (Apply in person or call 545-2240)

Production Control/Scheduling Clerks, Technicolor (Need warehouse/production experience; Apply online at www.technicolor.com)

FedEx Ground (Company does not hire ex-offenders; Apply in person at 555 Compress Drive, Memphis, or call 948-0045)

Customer Service (Call 546-9161)

All positions, Sam's Town (Call 1-866-562-2693)

General Employment, Baptist Memorial Hospital (Call Job Hotline 227-4515)

University of Tennessee Job Hotline (Call 448-5300)

Hourly worker, O'Reilly Auto Parts (Call 1-888-OREILLY)

Air National Guard (Call 1-800-TO-GO-ANG)

Air Force (Call 1-800-423-USAF)

Army (Call 1-800-USA-ARMY)

TEMPORARY EMPLOYMENT AGENCIES

Clerical/Customer Service/Warehouse, Express Employment, 6100 Primacy Parkway (Apply in person or call 680-1933)

Warehouse/Laborers, All In A Day Temp Services, 6084 Apple Tree Drive, Suite 8, Memphis (Apply in person or call 375-4797)

Warehouse, Unlimited Staffing Services, 2590 Lamar (Apply in person or call 791-2929)

All positions, Allied Forces, 6759 Winchester (Apply in person or call 546-7524)

Distribution, Paramount, 5888 Distribution Drive, Memphis (Apply in person Mon. – Wed. 9 am – 1 pm, or call 367-8888)

Laborers/Sales/Service/Maintenance, Labor Force, 3834 E. Shelby Drive (Fax resume to 372-1810, apply in person or call 542-0002)

Warehouse/Foodservice/Manufacturing, LSI Staffing (Call 526-1111)

Warehouse, Randstad (Call 766-9305)

Warehouse/Assemblers, Manpower (Call 761-3232)

HOUSEKEEPING / JANITORIAL

Janitorial/Housekeepers (Call 800-385-8800)

Home Cleaner, Zoom n Broom (Need own vehicle; call 356-9581 10 am – 2 pm)

FOODSERVICE

Servers, Cracker Barrel, 1600 North 6th Street, West Memphis, AR (Apply in person)

Barista, Cosmic Coconut, Memphis (Need some experience; Email your resume to ashley@cosmisococonut.com)

All Positions, BGR The Burger Joint, Memphis (Apply via online application at www.bgrtheburgerjoint.com)

Cooks/Servers, Resorts Casino Tunica (Apply online at www.resortstunica.com)

Help Wanted, The Peabody, 149 Union Avenue (Apply online at www.peabodymemphis.com)

All Positions, Backyard Burgers (Fax resume to 381-4312 for all locations)

MISSISSIPPI

Production Workers, Guardian Fiberglass, 7046 Stateline Road, Mineral Wells, MS (Apply in person 8 am – 5 pm)

Warehouse, Wilstaff, 7047 Commerce Drive, Olive Branch, MS (Apply in person)

Package Handlers, FedEx, 8505 Nail Road, Olive Branch (Apply in person Mondays at 5 pm)

Warehouse, All-In-A-Day Temp. Services, 3360 Goodman Road, Southaven, MS (Apply in person)

Warehouse, Peoplelink, Olive Branch (Call 877-323-5627)

TRUCK DRIVERS

Truck Driving Students, ASU, Marked Tree, AR (Call 870-358-2117)

Schneider National (Will train; Call 1-800-447-7433)

Local Training in Jackson, TN (Call 1-800-423-2730)

USA Truck (Call 1-800-237-4642)

Truck Drivers (Call 1-877-893-1539)

SALES

Sales (Call 1-800-706-0907, ext. 3101)

Sales, Omolulu International (Call 338-9690)

Retail Sales, Wizard's, 1999 Madison Avenue, Memphis (Need experience, computer skills; Apply in person 11 am – 6 pm)

Sales, Wolfchase Nissan, 2956 N. Germantown Road (Apply in person Tues. - Thur., 10 am – 3 pm)

Sales, ALSCO (Need college degree or experience; Fax resume to 1-801-746-4319)

Sales, Helmet House (Need experience; Email resume and cover letter to jobs@helmethouse.com)

Sales, Wolfchase Chrysler Dodge Jeep, 8170 Hwy. 64 (Apply in person)

Sales, Landers Auto Group (Call Jerry at 1-731-225-8422)

DirectTV Sales (Call Spencer Johnson at 238-8783)

Hardware Sales (Need experience; Fax resume to 725-0147)

Sales, Service Tool Company (Fax resume to 1-337-365-1746)



Job Description

JOB TITLE: Room Attendant
LOCATION: Hotel
DEPT: Operations
REPORTS TO: Housekeeping Supervisor

JOB CODE: 017
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 7/8/2010

POSITION SUMMARY

This position is responsible for cleaning guest rooms and bath in accordance with company standards for quantity, cleanliness, guest satisfaction, and safety and security.

ESSENTIAL JOB FUNCTIONS

Work Objectives

- Stock supply cart and use the amount of supplies that are in accordance with standards.
- Clean guest rooms, which includes but is not limited to stripping and making the bed, gathering and emptying trash, cleaning mirrors, dusting furniture and fixtures, and vacuuming.
- Clean guest baths, which includes but is not limited to cleaning bath fixtures, commodes, floors, wall and mirrors.
- Replenish guest rooms and baths with amenities, supplies, and linen and terry in accordance to standards.
- Inspect room for repairs or fixtures that are not working properly and make small repairs such as replacing batteries for remote control or replacing light bulbs. Report request for repairs to supervisor or maintenance department in accordance with hotel procedures.
- Inspect rooms and baths to assure quality standards have been achieved.
- After cleaning each room and bath, report room status to front desk in accordance with hotel procedures.
- Achieve productivity and quality standards for cleaning rooms and baths.
- After cleaning rooms and baths, store cart and supplies, and empty trash in accordance with hotel procedures.

Guest Satisfaction

- Announce presence and enter guest rooms in accordance with standards and procedures.
- Smile, acknowledge and greet guest in rooms and/or in passing in hallways and other public areas.
- Respond to guest's request for additional supplies such as extra towels, iron board, etc.

Teamwork

- Be available to work a flexible schedule.
- Assist other employees in various assignments, such as operating the hotel automobile or courtesy van, and assisting with complimentary breakfast, laundry and housekeeping.

Safety and Security

- Perform duties in accordance with Safety and Security Policies and Procedures.
- Perform duties in accordance with OSHA, HAZCOM, and Blood Borne Pathogens regulations and other applicable state and local regulations.
- Report lost and found items in accordance with hotel procedures.

EDUCATION/EXPERIENCE:

MINIMUM EDUCATION:

- N/A

MINIMUM EXPERIENCE:

- Housekeeping experience preferred.
- General knowledge of cleaning chemicals and their safety preferred.

MINIMUM SKILL REQUIREMENTS:

- Ability to understand and comprehend English preferred.
- Organizational skills.
- Attention to detail.
- Ability to follow written directions.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS

- Prolonged periods of standing, carrying, and walking.
- Firm and simple grasping are required for all aspects of this position.
- Climbs stairs 20% of the time.
- Bending and/or stooping up to 60% of the time while performing essential tasks.
- Being on knees up to 40% of the day cleaning floors, under sink and commode and under beds.
- Standing and walking within the confines of the laundry room most of the time.
- Pushing and pulling for approximately 75% of the time.
- Lift 25 lbs – 50 lbs.
- Twisting torso for approximately 75% of the time.
- Reaching above shoulder level, less than 5% of the time.
- Squatting is required 5% of the time.
- Capable of working in a fast paced environment.
- Must be flexible in hours/days.
- Must respond to multiple task interruptions in order to provide service to internal and external customers.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND / OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM TH ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMODATION.

Employee Signature Date

Supervisor Signature Date

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technical development).



Job Description

JOB TITLE: Maintenance
LOCATION: Hotel
DEPT: Operations
REPORTS TO: General Manager

JOB CODE: 077
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 7/8/2010

POSITION SUMMARY

This position is responsible for repairing and maintaining the hotel's physical plant in accordance with Company standards for quality, cleanliness, guest satisfaction, and safety and security.

ESSENTIAL JOB FUNCTIONS

Work Objectives

- Perform routine maintenance throughout the property, to include painting, carpet/floor cleaning, etc.
- Perform minor adjustments on HVAC systems, including the repair and/or replacement of air conditioning units.
- Perform minor repairs and/or replacements of room furniture, fixtures, and equipment to include television sets, light fixtures, etc.
- Perform all other duties outlined in the Company's Quick-Fix and 50/50 Preventative Maintenance programs.
- Clean and maintain the hotel's exterior areas, to include the swimming pool, parking lot, and all other aspects pertaining to the hotel's overall landscape and curb appeal.
- Protect Company assets by properly securing tools, equipment, and supplies.
- Report requests for major repairs to the General Manager in accordance with hotel procedures.
- Assist the General Manager in determining capital requests and monitoring existing contracts for capital projects.

Guest Satisfaction

- Announce presence and enter guest rooms in accordance with Company standards and procedures.
- Smile, acknowledge, and greet guests while in guest rooms or any other area of the hotel.
- Respond to guest's requests for immediate repairs.

Teamwork

- Be available to work a flexible schedule.
- Assist other employees in various assignments, such as collecting/delivering dirty linen to laundry, operating the hotel shuttle/van, and assisting with laundry or housekeeping as needed.

Safety and Security

- Perform work duties in accordance with Company safety and security policies and procedures, as well as in accordance with posted OSHA, HazCom, and Blood Borne Pathogen regulations and other applicable state and local regulations.
- Report and store lost-and-found items in accordance with hotel procedures.

EDUCATION/EXPERIENCE REQUIRED

MINIMUM EDUCATION:

- High school diploma or equivalent.

MINIMUM EXPERIENCE:

- Prefer at least one (1) year of related general repair experience.

MINIMUM SKILL REQUIREMENTS:

- Must have basic working knowledge of plumbing, painting, HVAC, electrical, and/or other general repair skills.
- Must display very good organization and time management skills.
- Must have excellent communication and interpersonal skills with the ability to interact with many types of personalities.
- Must have sound judgment and discretionary skills and work with little or no supervision.
- Must be able to consistently work under pressure and simultaneously prioritize multiple projects.
- Must be able to speak, read, write and understand English.
- Must be able to obtain valid, current, and non-probationary driver's license if required to operate hotel shuttle/van.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS

- Must be able to stand and sit for extended periods, often for a minimum of 2 hours at a time.
- Must be able to frequently walk and climb/descend stairs approximately 50% of the time.
- Must have general dexterity for firm and simple grasping of objects. Some tasks, such as the use of small repair tools, may also require fine dexterity skills.
- Must be able periodically kneel, reach, crawl, and twist torso as needed to accomplish required tasks.
- Must be able to push and/or pull approximately 60% of the time, to include when using a cart to carry linens, trash, tools, etc. or when operating equipment such as a lawnmower, pavement sweeper, wheelbarrow, etc.
- Must be able to regularly lift and carry up to 50 pounds without assistance and a maximum of 140 pounds with assistance.

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Employee Signature Date

Supervisor Signature Date

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Job Description

JOB TITLE: Front Desk Sales Representative
(FDSR)
LOCATION: Hotel
DEPT: Operations
REPORTS TO: General Manager

JOB CODE: 024
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 07/08/2010

POSITION SUMMARY:

This position is responsible for operating the hotel's front desk systems for PBX, reservations, and check-in/check-out in accordance with Company standards for quality, cleanliness, guest satisfaction, and safety and security.

ESSENTIAL JOB FUNCTIONS:

Work Objectives

- Process guest registrations, including the computation and collection of payment.
- Complete shift reports and process all financial transactions, including the verification and processing of credit card transactions in accordance with company policies and procedures
- Maintain room status inventory.
- Respond to guest inquiries regarding hotel services, reservations, attractions, directions, etc.
- Send and receive telephone calls and facsimiles; sort incoming mail and messages.
- Conduct night audit as assigned.

Guest Satisfaction

- Respond to guest needs, special requests, and complaints as needed.
- Process guest invocations of 100% satisfaction guarantee.
- Smile, acknowledge, and greet guests at front desk and other public areas.

Teamwork

- Be available to work a flexible schedule.
- Assist other employees in various assignments, to include operating the courtesy van and assisting with breakfast, laundry, or housekeeping duties.

Safety and Security

- Perform work duties in accordance with Company safety and security policies and procedures, as well as in accordance with posted OSHA, HazCom, Blood Borne Pathogen regulations and other applicable State and local regulations.
- Report and store lost-and-found items in accordance with hotel procedures.

EDUCATION/EXPERIENCE:

MINIMUM EDUCATION:

- High school diploma or equivalent.

MINIMUM EXPERIENCE:

- Previous experience in the service industry is preferred but not required.

MINIMUM SKILL REQUIREMENTS:

- Must be proficient in the use of common Windows-based programs, including Microsoft Word and Excel.
- Must be able to operate basic office machines, i.e., copier, fax, printer, etc.
- Must display very good organization and time management skills.
- Must have excellent communication and interpersonal skills with the ability to interact with many types of personalities.
- Must have sound judgment and discretionary skills and be able to work with little supervision.
- Must be able to consistently work under pressure and simultaneously prioritize multiple projects.
- Must be able to work with sensitive and confidential material.
- Must be able to speak, read, write and understand English.
- Must be able to obtain valid, current, and non-probationary driver's license if required to operate hotel shuttle/van.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Must be able to stand for extended periods, often for a minimum of 2 hours at a time.
- Must be able to maneuver through all areas of the front office.
- Must be able to lift up to 20 pounds and carry up to 10 pounds.
- Must be able to bend, reach, kneel, twist, and grip items while working at assigned desk area.
- Must have the manual dexterity and coordination to operate office equipment, including a 10-key adding machine, PC computers, fax machine, and photocopier.
- Must be able to adjust to changing priorities, and simultaneously complete multiple assignments despite interruptions.

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Employee Signature Date

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