

THE BENSON

PORTLAND

A COAST HOTEL™ ©

Our Portland, Oregon hotel is seeking an Assistant Housekeeping Manager. We are looking for someone who is outgoing, has a pleasant demeanor, enjoys working in a team atmosphere and can provide excellent customer service.

Job Requirements:

- Professional housekeeping/laundry experience preferred
- Supervisory experience required
- Experience with weekly staffing schedules & assigning daily duties preferred
- Experience with inventory, ordering and restocking supplies preferred
- Ability to prepare daily guestroom reports, daily/weekly inspections, and update tracking sheets to ensure standards are being met
- Ability to perform daily walk-throughs of public areas
- Assist in hiring, training, and supervision of personnel
- Maintain a high standard of excellence throughout the hotel
- Maintain safety awareness throughout housekeeping department
- Perform Laundry, Room Attendant, Houseman and Lobby Attendant duties as needed
- Work well under pressure and meet deadlines
- Be able to work independently with minimal supervision
- Ensure effective communication occurs between departments for guest satisfaction
- Perform opening and closing duties in the housekeeping department
- Ability to work alone, be proactive and be a team player
- Ability to change constantly to meet customer needs
- Represent the hotel in a positive and friendly manner at all times
- Must have good communication skills, written and verbal
- Proficient in Word, Excel, Outlook
- Must have a flexible schedule (nights/weekends/holidays as needed)
- Experience working with union preferred

This is a salary exempt position. \$40k/Annual Salary DOE. Pre-employment drug screening and background check are required.

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please be sure to put "Assistant Housekeeping Manager" in the subject line when you submit your resume and references to:

Human Resources

Coast USA

Email: careers@bensonhotel.com

Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted.

Join us and be part of an exciting place to work!