

THE BENSON

PORTLAND

A COAST HOTEL®

Our Portland, Oregon hotel is seeking an Assistant Front Office Manager. We are looking for someone who will ensure our guests receive the highest level of gracious hospitality. Our ideal candidate will be friendly, accurate, responsible, knowledgeable, honest, and willing to provide our guests with a memorable experience that will set, not only them, but the Benson apart from all others.

Job Duties May Include:

- Showing initiative, problem solving, staff training, and team leading
- Support and cover for Front Office staff as needed
- Ensure quality of service at all levels to provide the utmost hospitable guest experience
- Communicate effectively with team members, guests, peers, and management
- Support Management decisions, implement and distribute information as needed
- Leading by example
- Working independently and as a part of a team
- Resolving guest problems courteously and efficiently

Requirements:

- Must possess strong verbal and written communication skills as well as excellent customer service skills
- Minimum 2 years front office management experience required
- 3+ years experience in hotel industry preferred
- Experience in hotel revenue management a plus, but not required
- Proficiency in Word, Excel, and Outlook
- Working knowledge of reservation scheduling system, a plus but not required
- High school or equivalent education required
- Hospitality management education a plus, but not required
- Be organized, enthusiastic and a motivated problem solver
- Have strong work ethic and time management to continually strive to maintain the best work environment
- Be extremely professional and possess strong leadership skills
- Flexible schedule is required; this position will be primarily evening, weekends and holidays

This position is a full-time (approximately 50 hours per week) salaried non-exempt position.

\$50-60k/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!

For consideration, please submit a cover letter, resume, and references (be sure to put "Assistant Front Office Manager" in the subject line of your email) to:

Human Resources, Coast USA
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!