

THE BENSON

PORTLAND

CURIO COLLECTION BY HILTON

Come join the team at The Benson Hotel! We are seeking a dynamic, outgoing, and motivated **Assistant Rooms Manager** to provide support to the Front Office and Housekeeping Management teams.

The Assistant Rooms Manager will support front office, housekeeping and laundry operations to ensure orderly, efficient, friendly, and professional quality service to all Benson Hotel guests. Additionally, this position will have responsibility to work as a Manager on Duty. We are looking for someone who will ensure our guests receive the highest level of gracious hospitality.

Our ideal candidate will be friendly, **dependable, detail oriented**, knowledgeable, honest, and willing to provide our guests with a memorable experience that will set the Benson apart from all others. **They also must be** able to work a flexible schedule, work well under pressure, and meet deadlines.

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
- Act as a Manager on Duty when scheduled
- Leading by example
- Working independently and as a part of a team
- Resolving guest problems courteously and efficiently

Qualifications needed to be considered:

- Must possess strong verbal and written communication skills as well as excellent customer service skills
- Minimum 2 years supervisory experience required
- Experience with scheduling & assigning daily duties preferred
- Proficiency in Word, Excel, and Outlook
- Experience with inventory, ordering & restocking supplies preferred
- Excellent Guest Service
- Good communication skills
- Team player with management and hotel staff
- 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 a combination of days, evenings, weekends, and holidays
- Ability to Multitask under pressure

This is a full-time, salary exempt position.

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!

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!