Jet Set Sports

Title: Associate, Hotel and F&B Operations

Location: PO Box 366, Far Hills, New Jersey

Job Type: Full-Time (Experienced)

Compensation Type: Hourly

Start Date: ASAP

Job Description: The Hotel, Food & Beverage Operations Department is responsible for all aspects of room inventory procurement, planning, creating and implementing flawless, extraordinary culinary and hospitality experience, management and hotel relations for Jet Set Sports, corporate client programs, consumer programs, and staff accommodations. It also includes the financial management, budget creation and reconciliation to ensure the maximization of assets. Assist the Department and Assistant Manager with the execution of the daily departmental operational tasks with emphasis on, but not limited to, room management of the overall hotel portfolio, inventory control (with financial reconciliation), host city and hotel research and data entry, standards and procedures, operational planning, and reporting.

Primary Responsibilities:

- Assist with data entry, inventory management, development, and reporting within the Olympic Management System (OMS)
- Liaise with hotels; assist with hotel correspondence and communication as needed (room numbers, floor plans, hotel information sheets, program resumes, manifests, and rooming lists)
- Assist with the management for Additional Budget Items (ABIs) per company policy and procedure
- Assist with maintaining fiscal responsibility including invoice tracking and global reconciliation
- Office Administrator duties including, but not limited to, office supplies, meeting minutes, filing, research, data research and compilation, preparing, updating and distributing reports, scheduling, etc.
- May include managing one (1) or more employees on-site at Event Host Cities
- Oversee the complete daily operations of one (1) or more hotel properties on-site

Qualifications:

- 2+ years of experience working in hospitality or tourism industry
- Front office experience with emphasis on room inventory control. Understanding of other hotel departments such as reservations, events and banquets is a plus
- Undergraduate degree (BA/BS); hospitality or tourism related is a plus
- Computer literate and proficiency using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Project)
- Effective and professional written and spoken communication skills (telephone, electronic, face-to-face)
- Strong public speaking, presenting and leadership skills to effectively direct employees while in a training environment
- Ability to work independently, anticipate next steps, take initiative, exercise discretion and sound judgment, and work collaboratively as a member of the team
- A passion for learning about different cultures and languages
• Valid passport (or ability to obtain one); able to travel for extended periods of time

**Application Instructions:** Email employment@jetsetsports.com and visit our website www.jetsetsports.com/employment