The Mercer (Hotel)

Title: Operational Office Coordinator

Location: 147 Mercer Street, New York, NY 10012

Job Type: Full-Time (Entry Level)

Compensation Type: Salary               Wage: $40,000 depending on experience

Start Date: ASAP

Job Description: Ensure day to day smooth operation of the hotel housekeeping department and coordination of all operating departments (front desk, front services, engineering and reservations) to ensure guest expectations are met and exceeded.

Primary Responsibilities:

• Answer all guest, inter and intradepartmental calls coming to the housekeeping department
• Assign task sheets to the housekeepers and housemen
• Review arrivals report noting all concerns requiring follow-up and relay to staff
• Conduct weekly and monthly inventories
• Make purchase orders for guest, office, amenity and cleaning supplies
• Write and send shift reports
• Conduct morning line-up meetings with the staff
• Assist with other special projects by the director of housekeeping

Qualifications:

• Bachelor’s degree preferably in hotel management
• Strong communication skills
• Supervisory skills
• Attention to detail
• Ability to multi-task
• Ability to excel in a high pressure environment

Application Instructions: Email resume and cover letter to rhayda@mercerhotel.com.

About the Organization: The Mercer is SoHo’s foremost luxury hotel. An André Balazs property.