



# hotel nikko san francisco

Job Opportunities as of February 17, 2012

Human Resources Department Contact Information

Job Hotline: (415) 394-1173

Fax: (415) 394-1172

E-mail: [resumes@hotelnikkosf.com](mailto:resumes@hotelnikkosf.com)

**ALL CANDIDATES MUST BE FLUENT IN VERBAL & WRITTEN ENGLISH,  
FLEXIBLE IN WORK HOURS, AND AVAILABLE FOR ALL SHIFTS.  
DRUG SCREENING IS REQUIRED FOR ALL POSITIONS.**

## *Management Positions;*

### ASSISTANT OUTLETS MANAGER:

Minimum of 2 years experience as an Assistant Manager or Manager in an upscale restaurant required. Must have intermediate level of wine knowledge. Demonstrated excellent customer service, communication skills and employee relation skills a must. Must be a team player and have ability to work independently. Must be available to work am/pm including weekends and holidays.

### ASSISTANT BANQUET MANAGER:

Under the guidance and supervision of the Director of Banquets, assists in overseeing and managing the Banquet Department within the guidelines of established policies and procedures. Employee will be required to work day and evening shifts, both weekend and weekdays. Flexible schedule is a must.

### ASSISTANT DIRECTOR OF HOUSEKEEPING:

Minimum 2 years experience as a Housekeeping Manager. Responsible for assisting the Director of Housekeeping in the overall management and efficient operations of the Housekeeping Department. Must have the ability to work with a multi-cultural staff in a multi-task environment. Must display a genuine regard for the workforce, concern for quality, hospitality and guest satisfaction. Attention to detail is a must.

### SALES MANAGER:

Responsible for soliciting and booking guest rooms in the group market segment. Develop potential new group business and expand current group client base. 2 to 5 years experience in hotel sales preferred. Excellent customer service skills. Ability to work in team environment. Proficient in MS Word and Sales Contact systems.

## *Full time Positions;*

### BARTENDER:

Minimum 1 yr experience required, hotel/hospitality environment a plus. Excellent communication and guest relations skills required. Must be able to perform cash handling responsibilities. Knowledge of Micros or other POS systems a plus. Must have flexible schedule, able to work evenings, weekends and holidays. Must be able to stand for 8 hour shift.

**COOK II:**

Must have 3 years experience in general knowledge of cooking; must be organized, creative, and a self-starter. Experience working in a restaurant and banquet kitchen preferred.

**SALES COORDINATOR:**

Experience in hospitality industry a plus. Delphi experience highly desirable; Must be very proficient in MS Word & Excel and type a minimum of 55 wpm; Must be detail-oriented and have strong organizational skills; Interest in sales and hospitality industry.

You may fill out an application Monday through Friday 8:00am-5:30pm at our Security Base on the B1 Level  
(Please use our Employee Entrance located on Cyril Magnin).

To apply after hours, pick up application from the Front Desk and put your application in the Application Box located inside the Employee Entrance.

You may also fax or email applications/resumes to:

Hotel Nikko San Francisco Human Resources, fax (415) 394 - 1172 or email [resumes@hotelnikkosf.com](mailto:resumes@hotelnikkosf.com).

Interested in-house candidates, please come to the Human Resources office.

**HOTEL NIKKO IS AN EQUAL OPPORTUNITY EMPLOYER**