Career Opportunities at
Hyatt Midtown Atlanta

as of Nov 16, 2015

This week’s career opportunities at the Hyatt Atlanta Midtown. To apply please visit our website at www.jobs.interstatehotels.com.

### Banquet Houseperson

| Requisition ID: 57168 |

Banquet Houseperson manually sets up, breaks down, and services all meeting rooms in accordance with IHG’s high standards of quality. Requirements include: knowledge of various types of equipment and set up styles used in meeting rooms; basic English language communication skills; and the ability to lift and move heavy equipment on a continuous basis throughout the shift.

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Must be able to work a variety of shifts including weekends and holidays.

### AM Food Server

| Requisition ID: 57975 |

Food server is a member of the Food & Beverage team. Requirements include: basic knowledge of food and beverage preparation, service standards and guest relations and etiquette; knowledge of appropriate table settings, service ware and menu items; basic English language communication skills; and the ability to carry large, heavy trays on a continuous basis throughout the shift; must demonstrate the a guest oriented and friendly demeanor.

This position requires a Pre-Hire Assessment as part of the application process. For best results we recommend you complete the assessment in one sitting without any interruptions or distractions and therefore advise that you begin the application process when you can dedicate 20-30 minutes of uninterrupted time to apply for this opening.

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Must be available to work weekends and holidays.

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### NIGHT AUDITOR (Part Time)

Night Auditor is responsible for posting and balancing charges and settlements for room, restaurant and bar daily work; maintaining files; and resetting the systems for the next day’s operations. This position requires basic knowledge of accounting operations, mathematical skills, and computing skills.

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This position will work Friday and Saturday overnight shifts each week.

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<table>
<thead>
<tr>
<th>Bartender</th>
<th>Requisition ID: 58381</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartenders serve beverages and food to guests in a friendly, courteous and timely manner, resulting in guest satisfaction. A minimum of one year of bartending experience is required.</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Kitchen Supervisor</th>
<th>Requisition ID: 58440</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen Supervisor is responsible for: training; supervision; and working with all chef’s staff in order to create quality food products; ensuring proper receiving; storage and rotation of food products; scheduling culinary staff with proper coverage; and adhering to control procedures for cost and quality. Requirements include: a thorough knowledge of food products, standard recipes; proper preparation; and English language communication ability for completing requisitions, reading recipes and communicating with employees and managers.</td>
<td></td>
</tr>
</tbody>
</table>

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Must be available to work AM, PM, weekends and holidays.
FRONT DESK CLERK

The Front Desk Clerk is a member of the Front Office team. S/he are responsible for: maintaining and promoting hospitality at all times; welcoming and serving guests in a courteous, efficient and friendly manner, both face-to-face and on the phone. As part of this job, this individual is required to: demonstrate good computer skills; accurately handle cash and charges; stand for long periods of time; present a friendly, outgoing, energetic and guest service oriented demeanor.

This position requires a Pre-Hire Assessment as part of the application process. For best results we recommend you complete the assessment in one sitting without any interruptions or distractions and therefore advise that you begin the application process when you can dedicate 20-30 minutes of uninterrupted time to apply for this opening.

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Strong hospitality skills required. Must be able to work on feet for extended periods of time.

Must be available to work flexible shifts, weekends, overtime & holidays.
Engineer I

BASIC PURPOSE:
Maintain the Rooms Preventive Maintenance Program and consistently keep updated records on file. Respond to all guest's requests in a timely and efficient manner.

ESSENTIAL FUNCTIONS:
1. Responsible for the Guest Rooms Preventive Maintenance Program.
2. Respond or perform duties of a groundskeeper, handle and double check guest requests in a courteous, efficient, safe manner.
3. Maintain proper records of the Rooms Preventive Maintenance Program and the Second Request Program.
4. Complete work order request forms on a daily and timely basis.
5. Maintain all mechanical areas in an orderly and clean condition.
6. Inspect all public areas daily for burnt light bulbs.
7. Participate in the hotel fire brigade.
8. Maintain department pass-on log book as required.

Skills and Abilities:
General knowledge of technical fields, i.e., carpentry, painting, electrical, etc.

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Must be able to work AM, PM, nights, weekends and holidays

Housekeeper

Housekeeper is responsible for the general cleaning and upkeep of guestrooms and other assigned areas. Requirements include: the ability to lift, bend, move heavy equipment; remain on one's feet for extended periods of time; and an individual who is team oriented and dedicated to providing excellent service and ensuring that IHR's highest cleanliness standards are met.

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Must be available to work weekends and holidays.

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### Housekeeping Floor Supervisor

Housekeeping Floor Supervisor is responsible for supervising, directing and assuring the completion of all housekeeping tasks assigned to room attendants and housepersons and maintaining IHR's high standards of cleanliness.

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### PM Food Server

Food server is a member of the Food & Beverage team. Requirements include: basic knowledge of food and beverage preparation, service standards and guest relations and etiquette; knowledge of appropriate table settings, service ware and menu items; basic English language communication skills; and the ability to carry large, heavy trays on a continuous basis throughout the shift; must demonstrate the a guest oriented and friendly demeanor.

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### Room Service Worker Flexible Shifts

Room Service Worker is responsible for: set up; deliveries; and retrieval of room service trays. An associate may be required to lift trays or push wheeled carts to deliver orders. To qualify for this position, one must be hospitable and demonstrate the ability to serve our guests in a friendly and courteous manner. Basic English language communication skills is required; and the ability to operate a keyboard to input room service orders may be a requirement of the position as well.

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Must be available to mornings, nights, weekends and holidays.
### Front Office Manager

Front Office Manager is responsible for overseeing all front office operations to insure profitability, control costs and quality standards ensuring total guest satisfaction. A combination of education, training or experience that provides the required knowledge, skills and abilities is required. A minimum of two years experience as an assistant front office manager and a college degree, or equivalent, is preferred.

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Must be available to work flexible shifts, weekends, and holidays.

### Cocktail Server

Cocktail Server is a member of the Food and Beverage team that assists in ensuring that IHR customer service and beverages standards are met. Hospitable, welcoming, and friendly guest service are essential requirements of the position.

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Must be available to work flexible shifts, weekends and holidays.
Revenue Manager

The Revenue Manager supports the Director of Revenue Management by coordinating the daily Revenue Management tools and processes for the hotel. The primary functions of this position include data collection, data entry, and maintenance of Revenue Management tools. Forecasting financials and conducts strategic analysis of data to gain experience in the hotel Revenue Management field.

Responsible for developing and recommending sales strategies, room mix, pricing, reservations systems, forecasting and reporting.

Analyzes data and presents information by identifying trends and rolling averages.

Gathers appropriate data and information from all relevant sources including revenue management systems, team members, records, files, databases, client and webbased applications, and surveys.

Uses revenue management system, forecasting system, front office system, PMS, sales system, MS Excel, MS Database, and Key Hotel Marketing systems and applications to process information and generate daily, weekly, and monthly Revenue Management reports.

Produces weekly Operational Forecasts for hotels informing them of hotel's arrival and departures, total hotel’s projected occupancy, ADR, and RevPAR, and MTD revenue update. Produces monthly operational forecasts for hotels forecasting on a day by day basis next month’s occupancy, ADR, and RevPAR.

Examines the needs and concerns of Director, any Revenue staff, hotel staff, and corporate support staff to determine opportunities or problem areas and provide feedback in the development of policies, procedures, best practice, and standards.

Perform special projects and other responsibilities as assigned. Participate on task forces and committees as required.

Previous management experience preferred. 3-5 years Revenue Management experience highly preferred.

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FRONT OFFICE SUPERVISOR

Requisition ID: 59695

Front Office Supervisor is responsible for ensuring that consistent high quality customer service is delivered. This individual provides guidance and leadership for the front office staff, a minimum of one year of supervisory experience is preferred.

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