

AUTOGRAPH COLLECTION™

415 North Monroe Street - Tallahassee, Florida 32301



Job Openings ~ August 2010

DEPARTMENT	POSITION	DESCRIPTION	TYPE
Sales	Sales and Catering Office Coordinator	<p>Support essential for everyday operation of the system and fulfillment of the company offers. The Sales and Catering Office Coordinator is responsible for streamlining client satisfaction by functioning as a single point of contact and a conduit between the group and event sales effort. Provide assistance in executing the details for events and group visits by providing administrative.</p> <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Associates Degree or 2 years of relevant work experience; Should exert sound judgment, discretion and preserve confidentiality; Ability to meet deadlines; Good liaison with all other department members; Pays attention to detail; Availability during business hours, but flexible to work in non business hours on occasion; Able to work alone; Previous experience in customer service; Proficient with Microsoft Office suite of applications, specifically Excel & Word; Ability to effectively explain complicated rate strategies and inventory management techniques; Professional and tidy appearance; Knowledge of local area; Ability to clearly and pleasantly communicate in English to guests, management, and co-workers to their understanding both in person, in writing, and by telephone; Excellent polite and persuasive communication skills; Passionate, hard worker and well organized professional with power to prioritize and multitask. <p>No phone calls please and interviews are made by appointment only. Please submit application and resume via email, fax or mail only.</p> <p>For a more complete job description please email Bailey Vochatzer at employment@hotelduval.com.</p>	Full Time
LeRoc Bistro	Café Server	Serving breakfast and lunch to guests. Creating a full line of Starbucks products. (Barista). Previous experience in cashiering, food service, or coffee service preferred. This is an early-morning job. Looking for an enthusiastic, professional, detail-oriented applicant to give our guests an exceptional experience.	Part Time
Private Events	Banquet Server	Banquets servers assist in the production of Private Events throughout the Hotel under the supervision of the Banquets Manager. The Private Events team is responsible for the timely set-up and break-down of all events as well as service during the function. Previous banquets service experience preferred.	Part Time
Level 8	Asst. Bar Manager/ Lead Bartender	<p>Requirements:</p> <ul style="list-style-type: none"> • Full-time availability • Nights and weekends (obviously) • 3 years Bartending Experience with a portion of that managing people • Open and Closing cash procedure experience • TIPS Certified or Pending • Impeccable Professional demeanor and interpersonal skills <p>College degree or 2-year degree preferable</p>	Full Time
Kitchen	LeRoc Chef	Assist LeRoc in preparing meals. Seeking a candidate who possesses a priority with regards to attention to detail. Must provide excellent customer service and be comfortable working in a diverse environment. Previous cooking experience required.	Full Time
	Breakfast Chef	Assist in the preparation of breakfast meals. Assist executive chef with any kitchen duties. Seeking a candidate who possesses a priority with regards to attention to detail. Must provide excellent customer service and be comfortable working in a diverse environment. Previous cooking experience required.	Part-Time Morning Shift

To submit your application and resume,

please email as an attachment to employment@hotelduval.com

or fax to 850-576-9162, attention Hotel Duval Employment

Please do not bring application to hotel. Interviews at Hotel Duval are by appointment only.

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