



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Posting Date – December 12, 2017

Job Title: Concierge – Part Time

Department: Concierge Services

Salary: \$15.00 per hour

Human Resources Representative: Melissa Vele, Human Resources Director

Applicants can submit their resume via: fax (212 216 4484), e-mail hronline@javitscenter.com

Position Summary:

The Concierge is responsible for greeting guest and acting as a point of reference for guest who need assistance or information. Well informed of all events taking place at the Javits Center. The ideal candidate should also be knowledgeable of local business, entertainment, venues and travel options.

Basic Function and Responsibilities:

- Greeting guest and welcoming them to the facility. Acting as a point of reference for guest who need assistance or information
- Provide information regarding events or services throughout the facility and around the vicinity (i.e. nearest hotels, parking facilities, restaurants, attractions, and travel options
- Punctuality is essential
- Business attire and acting in a professional manner is a must
- Interact with customers either by telephone or in-person
- Managing the guest distribution of Scooters

Education & Requirements

- High school diploma or GED; degree in hotel management or relevant field a plus
- Minimum of one to three years' experience in the hospitality industry
- Basic knowledge of computer systems and software, as well as Internet savvy
- Excellent verbal and written communications skills. Multilingual preferred but not required
- Succeed with moderate to minimal supervision
- Excellent organizational skills
- Highly motivated, energetic, detail oriented and ability to multi-task
- Flexible and available to work weekends and irregular hours as dictated by the business
- Customer Service oriented, strong interpersonal skills and ability to maintain composure under stressful situation

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law.

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