

CORAL BEACH & TENNIS CLUB

Invites applications for the following position:

GENERAL ASSISTANT TO THE MANAGER

Responsible hard working persons are needed to assist in the management of house and property in a private club setting. Applicants will be actively involved in the daily operation of all aspects of the hotel, including but not limited to: guest relations, special event planning, food & beverage operations, room reservations, accounting as well as front and back office operations. Applicants will have a catering/hotel college degree and a working knowledge of standard procedures of a hotel with a willingness to go above and beyond for hotel guests and club members. Applicants must also have working knowledge of Microsoft Office as well past experience with hotel property management systems. The hours are long and varied and applicants should be able to jump into any position at any time. A minimum of five years hotel management experience is required.

Due to the demands of the hotel/club business, this position will require working Saturdays, Sundays, split shifts and public holidays.

Applicants should submit their letter of interest and resume to:

Human Resources

Coral Beach & Tennis Club

P.O. Box PG 200

PagetPGBX

maureendavies@coralbeach.bm

T: 236-2233

F: 236-1876

Deadline for receipt of applications is January 2nd, 2014 and all applications must include at least two current letters of references.