



Coral Beach & Tennis Club
BERMUDA

WE ARE HIRING

Fully qualified candidates are invited to complete an online application at <https://coralbeachclub.talentplushire.com/jobs/>

Director of Human Resources

We seek an Executive position to help lead a 100+ person team, focused on recruiting and developing local talent, building our culture through coaching and training, and making CBC an employer of choice. Holding at least 10 years of progressive HR experience, preferably in hospitality, the HRD will be comfortable with all facets, including recruitment, benefits, immigration and Employment Act compliance, team building, coaching and progressive discipline, managing change and conflict resolution. Exceptional written, oral and social communication skills are required in dealing with individuals at all levels in a diverse multicultural team, making the most of technology to deliver innovative solutions. Must be comfortable working in a fast paced environment, be able to multi task and manage multiple priorities. Some flexibility in work schedules is expected.

Spa Manager

The ideal candidate will be a working therapist or beautician who will manage all daily aspects of our facility, offering salon, beauty, facial and massage services. Will be responsible for booking appointments, customer service, recruitment and managing schedules, complying with health and safety protocols, marketing and promotions, operating performance of the P&L to budget, ordering supplies, controlling inventory and retail. Will work with the management team of the Club to grow the Spa business. Previous experience managing spa operations will clearly be advantageous.

Retail Manager

This hands-on management position will have responsibility for all aspects of Retail and elevate it to the next level at our Club. Will demonstrate comprehensive experience in product selection, sourcing, buying, merchandising,

inventory management and sales. Will develop our brand and maximize sales opportunities, including in room, online, App, and social media, wedding, corporate and promotional. Will work with other department heads to develop year-round member experiences, focus on product knowledge and sales training, monitor trends, set pricing strategy, manage the department budget, produce monthly forecasts and sales reports, administer payroll, and maintain a pulse of the needs of our membership. Point of Sales experience, and an outgoing personality are strong assets. Will work on the shop floor and in multiple locations.

Plumber

Seeking a full time plumber, with at least 10 years experience, familiar with residential/commercial maintenance of bathrooms, laundry, kitchens, small appliances, boilers, storage and pressure tanks, pumps, main potable distribution infrastructure (hot & cold) valve systems, grease traps, and drainage systems. Should be competent to trouble shoot, respond to immediate blockages and repairs, conduct preventative maintenance and work on new project installations. Flexible work schedules required.

Electrician

Seeking a full time electrician with at least 10 years experience to support the maintenance needs across our property. The ideal candidate is a self-motivated person who can demonstrate broad competency with low voltage systems. High voltage experience would be an asset. Be willing to mentor and train development of junior apprentices.

General Maintenance

Seeking General Maintenance positions willing to work evenings, nights and weekends to support the maintenance needs of our property. The ideal candidates will be self-motivated and can demonstrate broad competency across multiple trade disciplines.

Chef de Rang (Waiter / Waitress)

Holding at least 2-years experience within a high end service environment, the Chef de Rang, must be punctual, professional, resourceful, genuinely enjoy the service culture and possess some food and wine knowledge. The hours are long and varied and some heavy lifting is required. Must be willing to work split shifts, nights, weekends, Holidays, inside or outside and in different locations. Only Bermudians, Spouses of Bermudians and/or PRC holders need apply.

Assistant Junior Tennis Pro

With a desire to develop juniors of all levels into competitive players and help build and grow our junior tennis program, the Assistant Junior Pro will work closely with the Head Tennis Professional on day-to-day direction, coordination, and supervision of all junior tennis programs and operations of the tennis desk. This role would include group clinics, camps, lessons, tournaments and social events. Teaching hours would include junior and adult classes and private lessons. The CBC junior tennis program is thriving, thus coaching hours are available to start immediately with the opportunity to grow a private clientele. Attractive incentive based compensation structure. Main duties would include supervising all junior play, developing and coaching various tennis camps & clinics throughout the year, administrative and pro shop hours, racquet stringing, and other similar duties as assigned. Evening and weekend hours are required. The ideal candidate for this position loves being on court, working with children and watching his/her players grow and improve.

Housekeeping Supervisor

The Housekeeping supervisor must be guest centric and ensure the highest standards of sanitation, safety, comfort and aesthetics with great attention to details for both the Coral Beach and Tennis Club and Horizons. He or She will supervise all housekeeping colleagues and plan and schedule work assignments. The supervisor ensures that adequate supplies are on hand and will manage reorders within budget. The supervisor works closely together with our Maintenance Department about items or areas requiring repair or replacement. He or She has knowledge of cleaning supplies, equipment and techniques required and has ability to train and supervise colleagues and to communicate effectively. The supervisor must be able to communicate well in writing and be well versed in Microsoft Office. He or She must be able to multitask, prioritize work and be able to work flexible hours including evenings, weekends and holidays. 2 years hotel supervisory experience required and at least 2 year college education preferred. Only Bermudians, Spouses of Bermudians and/or PRC holders need apply.

Houseperson

The Houseperson will maintain the cleanliness and appearance of the Club and guest rooms in accordance with the highest of Club Standards and safety/security procedures. The Houseperson is responsible for deep cleaning assigned areas, restocking housekeeping supplies, striping rooms, assisting room attendants as needed; carrying out tasks in and around guest rooms, checking all equipment in guest rooms to ensure everything is in proper working order and any other appropriate assigned duties. Must present well and maintain strict personal hygiene practices with a demonstrable commitment to the highest level of service delivery. Operate special equipment such as golf carts, extractors, wet vacs, pressure washers, misters, steam cleaners and the like. Only Bermudians, Spouses of Bermudians and/or PRC holders need apply.

Housekeeping Attendant (s)

Candidates must possess exceptional customer service skills. Previous job-related experience is a plus, but not essential. Must be available for flexible shifts, including weekends and public holidays. Must be detail-orientated and thrive on high quality service delivery. Assignments will include cleaning rooms, cottages, public space, laundry and turndown services at Coral Beach & Tennis Club and Horizons locations. Only Bermudians, Spouses of Bermudians and/or PRC holders need apply.

The nature of hospitality is such that all team members must be willing and able to work varied shifts, split shifts, evenings, weekends and public holidays. Prior to hire, candidates must provide references, a police background check and a clean pre-employment drug screen.

**Coral Beach & Tennis Club
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Application closing date is Friday August 13th 2021.