



Career Opportunities at ONE Bal Harbour Resort & Spa as of September 12, 2011

Position		Status	Description
Food & Beverage			
Greeter	1	Full Time	Restaurant experience preferred, but not required. Must be friendly, outgoing and have excellent guest service skills. Flexible Schedule.
Bartender	1	Part Time	Minimum of 1 year bartending experience required. Must be friendly, outgoing and have excellent guest service skills. Flexible Schedule.
Server Assistant	1	Part Time	Minimum of 1 year guest service experience required. Responsible for set up and breakdown of tables and side work and assisting the server and bartender. Flexible Schedule.
Front Office			
Bell Person	1	Full Time	Minimum 1 year guest services experience required. Assists with guest arrival experience, baggage handling, and any other guest requests. Excellent service skills required. Flexible Schedule.
Housekeeping			
Room Attendant	2	On Call	Minimum of 1 year experience in a luxury hotel required. Responsibilities include daily cleaning of guest rooms, public areas, as well as assisting with any guest requests. On call, flexible schedule.
Turndown Attendant	2	1 Full Time 1 On Call	Minimum of 1 year experience as a turndown attendant in a luxury hotel required. Responsibilities include preparation and cleaning of guest rooms for the evening. Must be able to lift 30 pounds. Flexible schedule.

Open Application Hours are Monday – Wednesday 10am – 3pm
or Email Your Resume to careers@oneluxuryhotels.com



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Security			
Security Officer	3	Full Time	Minimum of 1 year security experience required. Responsible for monitoring closely security of building doors, service areas and delivery areas and ensuring safety for guests, residents and team members. Must have excellent guest service skills. Flexible Schedule.
Finance			
Assistant Director of Finance	1	Full Time	Minimum of 5 years hotel/condo experience. Responsible for complete financial reporting and internal controls for condo/hotel. Assist and support the Director of Finance in maintaining control over income, expenses and the assets and liabilities of the property. Bachelor's Degree required, preferably in accounting.
Internship Program			
Intern		Full & Part Time	Internships available to all students either enrolled in an internship/externship course, or receiving industry hours. Internships are available for Rooms Division (2) (Front Office and Housekeeping), Baking & Pastry (2), Culinary (2) and Food & Beverage (2). All internships are unpaid.

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T 305 455 5407 | F 786 515 6328 | www.oneluxuryhotels.com
ONE Bal Harbour Resort & Spa is an EOE/DFW.