



hotel nikko san francisco

Job Opportunities as of July 27, 2010

Human Resources Department Contact Information

Job Hotline: (415) 394-1173

Fax: (415) 394-1172

E-mail: resumes@hotelnikkosf.com

**ALL CANDIDATES MUST BE FLUENT IN VERBAL & WRITTEN ENGLISH,
FLEXIBLE IN WORK HOURS, AND AVAILABLE FOR ALL SHIFTS.
DRUG SCREENING IS REQUIRED FOR ALL POSITIONS.**

Management Positions:

ASSISTANT CONTROLLER:

Responsible in overseeing and directing all aspects of hotel accounting and financial controls; ensuring efficient completion of all month-end functions, assist in reconciliation and analysis, assist in the preparation of the annual budget, and forecasts.

Part-time Positions:

Must have 2 years administrative assistant experience; Must be very proficient in Word & Excel; Must be highly organized, very personable and flexible. Delphi experience preferred and catering background a plus.

On-call Positions:

ROOM ATTENDANT

Responsible for cleaning a maximum of 14 room credits per day. Must be service-oriented, have a great attitude and be able to work under physical pressure. Must be flexible in work hours and be able to work shifts up to 11pm.

You may fill out an application Monday through Friday 8:00am-5:30pm at our Security Base on the B1 Level
(Please use our Employee Entrance located on Cyril Magnin).

To apply after hours, please proceed to the Front Desk and
place your completed application in our Application Box located inside the Employee Entrance.

You may also fax or email applications/resumes to:

Hotel Nikko San Francisco Human Resources, fax (415) 394 - 1172 or email resumes@hotelnikkosf.com.

Interested in-house candidates, please come to the Human Resources office.

HOTEL NIKKO IS AN EQUAL OPPORTUNITY EMPLOYER