

Employment Opportunities

July 24, 2009

To apply for any of the following positions please choose one of the options below:

- Apply in person between 10am and 3pm Monday through Friday in our Human Resources Office. Please enter through the rear “employee entrance” of the hotel
- Fax your resume to 617-532-5494
- Mail your resume to 500 Commonwealth Ave., Boston, MA 02215
- Email your resume in MS Word format to: hr@hotelcommonwealth.com
- Check up-to-date job listings by calling our job hotline (617) 532-5489

Guest Services

Coffee Barista

This position is responsible for operation of the Coffee Shop operation. Position directs and works with staff to carry out coffee shop duties. Strives to ensure guests’ and associates’ satisfaction.

Bell Attendant

Assist guest with luggage. Deliver guest items. Previous luxury hotel experience preferred.

Night Auditor – Assists guests with check in/check out process, room assignments, billing inquiries, and hotel and area related questions and issues. Answer all general hotel related questions and assist in delivering an exceptional and unique stay for each guest. Handle guest complaints, issues and problems with skill and empathy. Work within the 4 diamond guidelines to provide superior service. Previous hotel front office experience strongly desired, experience in a luxury environment preferred

Security:

Security Officers: 1-2 years’ experience in the security field and/or related hotel experience required. Excellent verbal and written communication skills required. Schedule will include Wednesday – Saturday night 10pm – 2am, additional hours based on need may be assigned.

Management/Supervisory:

Business Travel Sales Manager

This position is responsible for selling and booking individual travel clients. Position reports to the Director of Sales and Marketing. At least 2 years previous hotel operations experience preferred. Knowledge of Opera a plus.

Executive Housekeeper

Responsible for oversight and management of the housekeeping department. Responsible for cleanliness of entire hotel.

If you a current Hotel Commonwealth employee and are interested in applying for any of the open positions, please remember that you have 5 days to apply for the position to Human Resources. Also, your record must be in good standing and you must be employed for over 6 months in your current position.