

## JOB DESCRIPTION

### BELLMAN OVERNIGHT

#### Responsibilities:

- Warmly welcome and assist guests to and from their room, assisting with luggage when necessary.
- Inform guests of in-room amenities
- Inform guests of all safety features offered in and around their room
- Promote the hotel outlets and facilities
- Promote the Starwood Preferred Guest program with our guests
- Loading and unloading bags into guest vehicles and tour busses
- Parking vehicles in the absence of Valet
- Must maintain a clean and professional personal appearance
- Maintain an organized, clean and orderly lobby and courtyard areas
- Acting as a first point of contact for concierge questions about the hotel and its surrounding attractions
- Delivering packages, faxes, mail and completing room checks in a quick and timely manner
- Other duties as assigned by the Lead Bell Person or Manager on Duty
- Must be available to work overnight shifts
- Must be available to work weekends

#### Qualifications:

- Must be able to speak, read and write English, a second language is an asset
- Must have valid class 5 British Columbia driver's license and a clean drivers abstract
- Must possess exceptional communication skills
- Knowledge of Vancouver and it's attractions
- Must be able to stand and exert well-paced mobility for up to 8 hours in length
- Must be able to lift up to 75 lbs. on a regular and continuous basis
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on a regular and continuous basis

**APPLY:** Email a current resume and a cover letter to Human Resources at [resumes@wallcentre.com](mailto:resumes@wallcentre.com).