

An intimate repose in the heart of Vancouver's business and shopping districts, Executive Hotel LeSoleil is known for its luxury boutique experience and exceptional service. A four-diamond property (AAA) since it opened its doors in 1999, the Executive Hotel Le Soleil has been recognized as one of the top 25 luxury hotels in Canada.

The Bellperson will

- Greet all guests passing through the lobby and provide assistance proactively.
- Deliver luggage to room upon check-in, pick-up luggage from room upon departure, move luggage from and to storage room or Front Drive.
- Maintain proper records of deliveries and pick-ups.
- Handle all guest interactions with the highest level of hospitality and professionalism, accommodate special requests whenever possible; assist guests in all inquiries in connection with hotel services, hours of operations, key hotel personnel, in-house events, directions, etc.
- Perform errands for guests and the hotel that may require local travel off of the hotel property.
- Provide a high level of cleanliness in the lobby and luggage storage areas.
- Respond properly in any hotel emergency or safety situation.
- Shine bell carts.
- Complete shift checklist and pass on important information.
- Assist with responsibilities and duties in the absence or heavy volume in the areas of Door Staff and Concierge Staff.
- Valet park guest vehicles and drive responsibly
- Report any damages on guest vehicles
- Must have the ability to perform other tasks or projects as assigned by hotel management and staff.
- Abide by the policies and procedures as set out in the Colleague Handbook and any other applicable policies.
- Must work harmoniously and professionally with co-workers and management.
- Attend all scheduled shifts, including shift work and weekend work in accordance with the schedules.
- Other duties as assigned

### **Position Requirements**

- Must have a passion for delivering outstanding service.
- Must be organized and detail oriented.
- Must be able to stand for an entire shift.
- Ability to maintain position for extended amounts of time in order to greet guests, offer assistance, and open doors in the lobby area.
- Must be able to lift up to 100 lbs.
- Must be able to push/pull bell carts up to 200 lbs.
- Ability to work flexible hours, including days, evenings, weekends, holidays and overnight shifts
- Possess and maintain a valid BC driver's license with an acceptable driving record

Job Types: Full-time, Part-time

License:

- Driver's License