



Become a hotelier with HKHotels, an innovative independent hotel collection with four of New York City's most popular small properties, the Library, the Casablanca, the Hotel Elysee, and Hotel Giraffe. We are currently accepting applications and resumes for the following positions:

- **Guest Service Agent/Concierge**

Job Description:

The ideal candidate will have a passion for guest service and ensure that all guests feel at home.

This individual should be a team player, professional and pleasant in manner, with excellent verbal and written communication skills.

**Duties and responsibilities include but not limited to:**

- Check-in and check-out guests.
- Confirm, modify and cancel reservation inquiries.
- Registers and assigns rooms to guests.
- Reply to concierge requests

- **Bellman**

Job Description:

The position is responsible for providing a warm and friendly welcome, escorting our guests to and from their rooms and assisting them with their luggage. The ideal candidate will have a passion for guest service and ensure that our guests feel at home. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights. Responsibilities include greeting the guests in a professional manner upon arrival, and assisting guests with their luggage for guest arrival and departure.

\*Please email your resume to [jobs@hkhotels.com](mailto:jobs@hkhotels.com)