



**OAK BAY**  
BEACH HOTEL

## **Valet**

This gratutied position is often the first face our guests see when they arrive, and their final farewell on departure. The opportunity to impact out guests stay is, therefore, huge. This crucial member of the Guest Services team will help guests with parking, luggage, directions, and any other questions that may arise. This is the ideal role for anyone seeking a guest-centered position with room for advancement.

### **Responsibilities**

- Assist guests with valet and bell services
- Ensure guests are greeted upon arrival in a professional and friendly manner.
- Maintain an open and communicative relationship with all Oak Bay Beach Hotel employees
- Handle all messages, mails and packages for guest and employees, ensuring they are delivered at the appropriate time and stored if necessary in a systematic and efficient way
- Maintain an up to date knowledge of the hotel services and communicate this to colleagues so they can supply information and respond to guest queries.
- Other duties as assigned

### **Qualifications**

- Previous experience as a valet in a luxury hotel environment is required
- Previous leadership experience is required
- Valid class 5 drivers license and a clean driving record
- Demonstrated strong leadership, team, and communication skills are essential.
- Highly detail oriented, exceptional organizational skills and able to handle competing priorities.
- Demonstrates strong organizational and multi-tasking abilities with attention to detail.
- Effective communication capabilities demonstrating sound judgment.
- Shift work is expected including evenings and weekends.
- All other duties as assigned

### **Physical Aspects of Position:**

- Continuous walking, bending and lifting up to 50lbs

The Oak Bay Beach Hotel is a luxury, boutique resort in the heart of historic Oak Bay, Victoria. Our vision is to provide service that is second to none while still maintaining a workplace that is relaxed, approachable, and inclusive. Along with competitive compensation, our team members receive perks such as complimentary parking, health benefits, and a daily staff meal plan. If you are interested in joining our amazing team then we have a fantastic opportunity for you.