

Hospitality Coordinator

Clear Lake Retreat Center

P.O. Box 1410
Pinehurst, Texas 77362-1410

Summary:

The Hospitality Specialist assists individuals, groups, and organizations with retreat planning, including scheduling, for the Retreat Center. Coordinates promotional contact with potential users. Primary greeter for guests/groups using the facility. Serves as administrative assistant to the Director. Handles basic bookkeeping duties. Coordinates Housekeeping. Responsible for on call duty of the property one weekend per month, as well as some week nights and holidays as scheduled by the Director.

This position requires a flexible schedule, including nights, weekends, and some holidays. Hours are Monday thru Thursday 8:30 – 5:00 and Fridays Noon until 8:30 pm. There is a 30 minute lunch.

Education/Experience:

Required level of education needed is knowledge equivalent to two years of college. At least two years of experience. Great communications skills, Bilingual (English/Spanish) reading, writing, speaking required. Must have strong computer skills with working knowledge of Microsoft Office. Organizational skills are required.

If interested, please submit as cover letter with resume via email to hr@archgh.org. Please place job title on subject line.