



Join our team.

Become an hotelier with the Library Hotel Collection, an innovative independent hotel collection with four of New York City's most popular small properties, the Library Hotel, the Casablanca Hotel, the Hotel Elysée, and Hotel Giraffe.

Send resumes to: jobs@libraryhotelcollection.com. We are currently accepting applications and resumes for the following positions:

Accountant; Library Hotel

Job Description: The Hotel Accountant will provide financial information and support to the General Manager to ensure costs are minimized and profitability maximized. The Hotel Accountant will oversee and ensure accuracy of forecasts and financial data of the hotel. The Hotel Accountant will also be responsible for ensuring that the hotel control and accounting systems and procedures are implemented in line with company requirements. Hotel Accountant will always seek opportunities for the hotel to save money while enhancing the guest experience.

Key Responsibilities

- To manage the Hotel's Finance & Accounting in accordance with all company policies and procedures.
- Compile and distribute daily revenue reports to the General Manager and Group Controller.
- Reconcile cash, credit cards and cash flow on a daily basis.
- Prepare financial analysis of hotel performance including variance explanation and make recommendations to ensure the achievement of business goals.
- Ensure that all operational controls are implemented within the hotel, in conjunction with the General Manager.
- Prepare detailed hotel and department budgets and financial forecasts.
- Ensure all accounts are reconciled on a monthly basis and oversee the process of credit extension and collection of overdue accounts.
- Manage accounts payable to balance cash flow and reputation with suppliers
- Develop and implement financial control procedures and systems; maintain documents for audits of hotel accounts and inventories; ensure ethical accounting practices in compliance with government regulations and contractual agreements
- Ensure that all purchasing within the hotel is carried out via purchase order system, which are signed as authorized by the General Manager.

-To have an overall understanding of the hotel's PMS System and the Accounting System.

-Report directly to the General Manager and to the Group Company Controller.

Desired Skills

- Bachelor's degree in Accounting and or a similar higher education qualification.
- Computer literate with experience in Microsoft Office, Visual One Accounting, and ADP Payroll processing.
- Excellent written and verbal communication skills.
- Energetic and friendly team player with a passion for the highest level of guest satisfaction.

Engineer

Job Description: The ideal candidate is a proactive team player, and is an effective trouble-shooter and problem solver experienced with developing and managing projects. Candidates with knowledge of HVAC and electrical systems, boiler maintenance and repair, laundry equipment and fire safety certification are preferred. While this is a maintenance position, the candidate will also have a passion for guest service and ensure our guests feel at home. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights. Essential skills include carpentry, painting, wallpaper, plumbing and maintaining accurate logs and recordkeeping.

Duties and responsibilities include but not limited to:

- Maintenance and repair of the physical building and all of its features
- Day-to-day system operation and maintenance routines
- Preventative maintenance
- Minor and major repairs and improvement
- Support for other operating departments and guest activities

Guest Service Agent

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. Candidates for this position must be willing to work a variety of schedules including days, evening, holidays and overnights.

Duties and responsibilities include but not limited to:

- Check-in and check-out guests
- Confirm, modify and cancel reservation inquiries
- Register and assign rooms to guests
- Reply to concierge requests

Bellman

Job Description: 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.

Duties and responsibilities include but not limited to:

- Greeting the guests in a professional, warm and friendly manner upon arrival
- Assisting guests with their luggage for guest arrival and departure
- Escorting guests to and from their rooms

Club Room Hostess

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 organizational skills and communication skills. Candidates for this position must be willing to work a variety of schedules including days, evening and holidays. The ideal applicant should have a Health & Hygiene license and have a basic knowledge of food preparation and safety.

Duties and responsibilities include but not limited to:

- Welcome guests to the club room and assist guests in finding seating
- Replenish morning breakfast buffet and/or evening wine and cheese
- Help prepare light meals for guests i.e. oatmeal, toast and bagels
- Ensure kitchen is in an orderly fashion at all times

Room Attendant

Job Description: The ideal candidate will have a passion for hospitality and helping our guests feel at home. This individual should be a team player, professional and attentive to details. Candidates for this position must be willing to work a variety of schedules including days, evening, and holidays.

Duties and responsibilities include but are not limited to:

- Operating and monitoring washing and drying machinery- includes adding chemicals and light maintenance.
- Inspect cleanliness and quality of all articles removed from the washer and dryer and place in clean linen carts
- Fold all cleaned articles and replenish room attendant carts and storage areas
- Perform nightly turndown service to company standards.
- Other basic housekeeping duties are expected