



HOTEL COMMONWEALTH

Employment Opportunities

February 9, 2010

To apply for any of the following positions please choose one of the options below:

- Apply in person between 10am and 3pm Monday through Friday in our Human Resources Office. Please enter through the rear “employee entrance” of the hotel
- Fax your resume to 617-532-5494
- Mail your resume to 500 Commonwealth Ave., Boston, MA 02215
- Email your resume in MS Word format to: hr@hotelcommonwealth.com
- Check up-to-date job listings by calling our job hotline (617) 532-5489

Guest Services

Bell Attendant

Assist guest with luggage. Deliver guest items. Previous luxury hotel experience preferred.

Night Auditor – Assists guests with check in/check out process, room assignments, billing inquiries, and hotel and area related questions and issues. Answer all general hotel related questions and assist in delivering an exceptional and unique stay for each guest. Handle guest complaints, issues and problems with skill and empathy. Work within the 4 diamond guidelines to provide superior service. Previous hotel front office experience strongly desired, experience in a luxury environment preferred

If you a current Hotel Commonwealth employee and are interested in applying for any of the open positions, please remember that you have 5 days to apply for the position to Human Resources. Also, your record must be in good standing and you must be employed for over 6 months in your current position.