



Downtown Hostess

Summary

The Hostess will be responsible for inventory management, product placement, cleaning and customer service for each of our elite downtown Toronto clients. The position is normally indoors with some outdoor travel to each location, with a regular work week of 8:00 am – 4:30 pm Monday to Friday.

Responsibilities

- Establishing and implementing operational procedures for each of our executive client's offices including developing inventories and order placement
- Planning and co-ordinating the activities of delivery staff members and following up on requests, queries and issues
- Arranging for maintenance and repair of equipment and machinery, and liaising with service staff
- Supervising the delivery of goods and acquires sign-off for supply requisitions
- Developing and maintaining client relations by attending to and resolving issues and complaints.
- Ensuring that safety standards are adhered to and high standards of safety are maintained
- Providing friendly and helpful customer service to clients
- Provide exceptional customer service and capacity to anticipate guests' needs.

Qualifications

- High School Diploma, G.E.D. or equivalent
- Clear Criminal Background Check
- Demonstrated strong oral and written communication abilities
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- High level of personal integrity and strong work ethic
- Ability to stand and walk for prolonged periods.
- Frequent heavy lifting (approx. 30 lbs) and bending required.
- Professional/mature demeanor under stressful situations
- Ability to work in a fast-paced environment
- Confident, consistent decisive personality
- Must be able to work with little supervision; must be self-directed

Interested candidates are invited to forward a resume, in confidence, to: hr@muldoonscoffee.com
Principals only, please no recruiters.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.