



CITY HILL COMPANY (GUAM) LTD.

*d.b.a Guam Plaza Resort & Spa, JP Superstore, Rootz, Nana's Café/Sails BBQ,  
Tarza Waterpark*

# JOB OPENINGS

*Currently seeking the most suitable team members to fill the following positions:*

## **IT Technician, Guam Plaza Resort & Spa**

Responsible for supporting network databases and systems, updating system hardware and software, troubleshooting for system errors. Experience in maintaining and installing IT systems is a must.

## **Front Desk Agent, Guam Plaza Resort & Spa**

Provides efficient and friendly service to guest at the Front Desk (Reception, Telephone, Check In/Out and Guest Relations). Must be familiar with Opera System and Computer Literate.

## **Guest Service Agent, Guam Plaza Resort & Spa**

Provide customer service to guests at the front desk. Respond to guest request for special arrangements. Assist with guest luggage and message delivery.

## **Reservations Agent, Guam Plaza Resort & Spa**

Responsible for receiving, processing and confirming guest room reservations made by agents and clients.

Must have experience and is proficient with all related software for both front desk and reservations.

## **Room Mechanic, Guam Plaza Resort & Spa**

Responsible for providing maintenance repairs for hotel rooms. Ensure that the facility, equipment are maintained in a safe condition.

## **Room Attendant, Guam Plaza Resort & Spa**

Cleans and maintains assigned rooms according to established standards and procedures.

## **Cleaning Service Attendant, Guam Plaza Resort & Spa**

Cleans and maintains the physical upkeep of the exterior and interior public, laundry/linen and employee areas of the property and all outlets according to established standards and procedures.

## **Security Officer, Guam Plaza Resort & Spa**

Responsible for protecting property against fire, theft, vandalism and illegal entry. Must possess a driver's license.

## **Steward - Food & Beverage, Guam Plaza Resort & Spa**

Washes and properly stores dishes, trays, eating utensils, cups, pots, cooking utensils and small equipment. Must be able to work a flexible schedule including weekends and holidays.

### **MUST BE ABLE TO WORK A FLEXIBLE SCHEDULE**

The ability to speak Japanese in all positions is a plus! Qualified applicants may submit a resume to our Human Resource Office between the hours of **9:00 a.m. to 4:00 p.m. – Monday through Friday except company holidays** or you may email your resume to [hrsupport1@guamplaza.com](mailto:hrsupport1@guamplaza.com). Employment applications are available online at our website [www.guamplaza.com/career-opportunities](http://www.guamplaza.com/career-opportunities) to download, complete and submit to our office by email.

City Hill is an Equal Opportunity Employer.

Updated 4/12/2019



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## **Prep Cook/Commis Chef – Food & Beverage, Guam Plaza Resort & Spa**

Assist the cook with daily preparation of menu items for lunch and dinner. Will clean all food service areas daily. Health Certificate, ABC Card, and flexible schedule are required.

## **Cashier/ Wait Staff – Food & Beverage, Guam Plaza Resort & Spa**

Operates cash register and provides customer service to the guests of the restaurant. Takes orders and serves patrons food from a written menu. Health Certificate, ABC Card, and flexible schedule are required.

## **Sales Associate, JP Superstore**

Previous retail experiences a plus but not required. Must be able to work flexible hours including weekends and holidays.

## **Visual Merchandiser, JP Superstore**

Creates window and in-store displays by attractively displaying products and merchandise to promote sales. Ideal candidate should possess a great deal of creativity and innovative talent.

***\*\*Currently establishing a list of qualified candidates to prepare for possible vacancies for the positions below in the near future.\*\****

## **General Maintenance, Guam Plaza Resort & Spa & Tarza Water Park**

Providing maintenance repairs, troubleshooting and repair electrical/mechanical systems (HVAC/Plumbing), conduct ongoing preventative maintenance and reviewing work orders for all areas. Minimum of one year experience in general maintenance

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