

Grounded in 40 years of experience, Richfield Hospitality offers world-class expertise in branded as well as independent hotel operations in select service, full service, and lifestyle properties. Richfield and its affiliates offer proven solutions and expertise to approximately 500 hotels and resorts. From hotel operations and property management to electronic distribution and interactive marketing, Richfield achieves superior operating results through its strong commitment to owners, guests and associates.

Richfield is seeking a dynamic individual for our Operations Coordinator position. The Operations Coordinator reports directly to the Senior Vice President of Operations, and supports the operations and hotel management team and clients as well as coordinates daily office and administrative tasks for the corporate office.

Essential Duties and Responsibilities:

- Communicate with clients, potential clients and hotel management team as needed to handle operational matters or general inquiries.
- Gather data to create evaluations & other reports upon request in a timely fashion.
- Ensure all signed contracts and renewals, amendments, addendums, fee schedules and additions are processed timely and distributed to relevant parties and files.
- Coordinate meetings and travel schedules. Answering phones, ordering supplies and other day-to-day administrative duties.
- Responds to general office inquiries from corporate employees and escalates inquiries when appropriate.
- Prepare and coordinate bank deposits.
- Facilitate timely completion of month end commentary report.
- Maintains the Company Intranet and Corporate Directories and coordinates any changes with IT.
- Distribute weekly and monthly reports
- Maintain filing system, process expense and financial reports.

Required Skills and Requisites:

- Associate's degree or Bachelor degree preferred. Two (2) or more years of experience working in an office environment
- Customer service experience with a high volume of interaction with diverse team members
- Effective communication (written and oral), ability to articulate and present complex issues clearly
- Excellent customer service and interpersonal skills, ability to build and maintain positive productive relationship with internal and external customers.
- Professional, Punctual and with excellent organizational skills
- Analytical, creative problem solver, and ability to work in a fast-paced environment
- Advance knowledge of computer applications like Microsoft Word, Excel.
- Ability to demonstrate effective time management skills



Richfield Hospitality offers competitive compensation, and excellent benefits, with a commitment to our associate's personal growth, respect and well being. For immediate consideration, direct your candidacy to:

Attn: Talent Acquisition

Re: Career Opportunity – Operations Coordinator

Richfield Hospitality
7600 E Orchard Rd, Suite 230-S
Greenwood Village, CO 80111

Email: careers@richfield.com

Web: www.richfield.com

Richfield Hospitality is an equal opportunity employer.