

Job Order Print Page

Florida Job Order Print Document

Job Order: 12446759

Print Date: 8/30/2024 11:39:58 AM

Office: CareerSource S Florida - 4830 - North Miami Beach

LWDB: CareerSource South Florida

Employer Information:

Employer Name: International Resorts Management Group, LLC. dba Trump International Beach Resor

How to Apply: **Provide an Employ Florida Resumé Online or uploaded Resumé (recommended), At the Nearest One-Stop**Company Website: <https://www.trumpmiami.com/about/careers>Application Comments: Inquire about the job opportunity or send an application and/or resume, indicating availability, to Florida State Workforce Agency - Career Source South Florida, 801 NE 167 Street, North Miami Beach, FL 33162. (305) 654-7175 <https://www.employflorida.com/vosnet/Default.aspx EOE/M/F/D/V>.

Location:

Main Address:

International Resorts Management Group, LLC. dba Trump International Beach Resor
18001 Collins Avenue
Sunny Isles Beach, FL 33160

Mailing Address:

18001 Collins ave
SUNNY ISL BCH, FL 33160-2722

Contact:

Contact: Patty Sabates

Phone: (305) 692-5702 x

Fax: (305) 692-5701

Title: VP of Human Resources

Email: hrcordinator@trumpmiami.com

Job Details:

Occupational Code: 43408100 Hotel, Motel, and Resort Desk Clerks

Job Title: Front Office Agent

Industry Code: 721110 - Hotels (except Casino Hotels) and Motels

Number of Positions: 2

Earliest Date to Display: 09/02/2024

Job Order Followup: 10/02/2024

Job Type: Temporary

Duration: Over 150 Days

Referrals: 9999

Last Date Job Order Will Display: 11/10/2024

Job Time Type: Full Time (30 Hours or More)

Special Job Category: Foreign Labor Certification

Job Duties and Skills:

Description: [SWA/Job Order Description -Front Office Agent](#)

Trump International Beach Resort, 18001 Collins Avenue, Sunny Isles Beach, FL 33160. 305-692-5702.

2 temporary full-time Front Office Agent from 12/01/2024 to 09/07/2025 in Sunny Isles Beach, FL. No minimum education. 3 months hotel/resort Front Office Agent experience required. On the job training provide.

Check-in/check-out of guests, make and change room reservations, answer telephone, take messages, transfer internal and external calls, respond to emails, provide guests with property and local information, accept reservations, changes, and cancellations. Keep records of occupied rooms and guests' accounts, quote and be familiar with room and rate availability for current and future dates and presenting statements to and collecting payments from departing guests. Follow required safe cleaning and sanitizing procedures.

Minimum 35 hours per week up to possible 40 hours per week. Open 7 days a week, workdays vary Sunday through Saturday. Shifts vary: 7:00am - 3:30pm, 10:00am - 6:30pm, 12:00pm - 8:30pm, 2:30pm - 11:00pm, 11:00pm - 7:30am, 8:00pm - 4:30am each shift includes a 30-minute unpaid break. Hours and shifts may vary with occupancy.

\$15.33/hr. Employer may increase wage based on experience, changes in market conditions, and/or provide additional pay for performance and tenure. In Florida, an overtime premium will be paid when required by Federal, State, or local law, including at time-and-a-half after 40 hours per workweek. Generally, when overtime is available it will be paid at a rate of \$23.00/hr., depending on locality of the work performed and the base rate of pay. A single workweek will be used to compute wages due. Pay received bi-weekly.

Employer will make all deductions from the worker's paycheck required by law.

Employer is currently in the process of locating and securing employee housing. If Employer is able to secure housing prior to the employment start date, optional employee only housing will be made available. Employer will deduct for the reasonable fair market value cost of rent and utilities based on number of occupants for workers who elect to live in employer-offered housing. Voluntary pay deductions for the cost of housing (including deposit, if required) and utilities will be pre-authorized in writing. If Employer is unable to locate and secure housing prior to the employment start date, the employer will assist worker to find appropriate, affordable housing.

Optional medical, dental, vision and life insurance available. Optional long term and short-term disability available. Insurance and disability costs vary depending on plan(s) selected by worker. Optional onsite employee parking available at approx. \$8.55 per week, plus a one-time non-refundable fee of \$10 for a parking transponder (required for parking lot entry). Cost of medical, dental, vision and life insurance, long/short term disability, onsite parking, and one-time parking transponder fee is voluntary and deducted from paycheck if worker elects.

Worksite is within walking distance of public bus stop.

Employer will provide worker at no charge all tools, supplies, equipment and uniform required to perform job. One meal provided per shift at no cost to worker.

The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees).

If worker completes half the employment period, employer will arrange and pay directly for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the employment period or where the worker is dismissed early, the employer will provide or pay for workers reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a workers voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of at least \$15.88 per day during travel to a maximum of \$59.00 per day with receipts. All transportation costs are to be preapproved. If necessary, the employer will reimburse the H-2B worker in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government, incurred by the H-2B worker (but need not include passport expenses or other charges primarily for the benefit of the worker).

Post-employment criminal background check and pre/post-employment/post injury or incident drug test required, cost paid by employer and applied equally to all workers, US and foreign/H2B. Must be able to work a 5-day schedule, including weekends and holidays as required. Applicant must complete an employment application.

Inquire about the job opportunity or send an application and/or resume, indicating availability, to Florida State Workforce Agency - Career Source South Florida, 801 NE 167 Street, North Miami Beach, FL 33162. (305) 654-7175 <https://www.employflorida.com/vosnet/Default.aspx EOE/M/F/D/V>.

Special Software/Hardware Skills Needed: No

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: Employer will perform testing

Required Tests: Post-employment criminal background check and pre/post-employment/post injury or incident drug test required, cost paid by employer and applied equally to all workers,

US and foreign/H2B.

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **3**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **15.33 Hour**

Maximum Salary: **15.33 Hour**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Rotating**

Benefits: **Medical, Dental, Life Insurance, Vision**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold: