

Position Title: Hotel Parking Manager

About the Company:

Propark America, a national parking management firm with over 400 locations in 13 states, is seeking a proven, experienced account manager to oversee a hotel location in San Antonio, Texas.

About the Position:

The account manager will ensure a smooth running operation by guaranteeing all employees and supervisors are performing their job functions in an efficient manner and by maintaining a strong relationship with our client. Responsibilities include but are not limited to:

- Oversight of the operation to ensure 24/7 professional parking management.
- Managing, planning, scheduling, training and directing the activities of supervisors and front-line employees.
- Maintaining strong, positive client relationships by attending daily meetings, following up on requested items in a timely manner and acting as a liaison between the parking operation and clients.
- Supervision of peak periods of demand or special functions as they relate to the parking operations in order to ensure customers are efficiently and properly served.
- Monitoring maintenance of the facility to ensure it is cleaned and maintained according to company policies and procedures.
- Negotiation of special parking arrangements.
- Preparation of morning bank deposits by counting the daily cashier money receipts to ensure all previous day revenues are accounted for and deposited daily into the facility's bank account.
- Preparation of daily, weekly, monthly or annual reports as required.
- Monitoring and reviewing all damage claims in order to assign responsibility for damages. Recommend and implement plans or programs to improve safety of operations to prevent the occurrence or reoccurrence of similar claims.
- Implementation of all requirements outlined in our contractual agreements.
- Ensuring increased revenue, managed expenses and customer satisfaction is maximized by maintaining a high level of service.

Requirements:

- Must be professional and have excellent verbal and written communication skills.
- Must have prior supervisory or management experience.
- Parking management experience preferred but not required.
- Excellent interpersonal and customer service skills.
- Personally understand the different types of operations (self-park, valet, valet assist, events, hotels, hospitals, etc.)
- Excellent time management skills.
- Must be proficient in Microsoft Excel and Word.
- Be willing to work non-traditional hours and respond to operational emergencies as needed.

Compensation:

- \$42,000 - \$48,000 with performance based bonus
- Medical and Dental
- 401(k)
- Supplemental Insurances
- Employee Assistance Program

If you are a qualified candidate, please email resume AND salary requirements to [resumes@propark.com](mailto:resumes@propark.com).

To learn more about Propark visit us out on the web at [www.propark.com](http://www.propark.com)

Propark is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.