

Monday, August 26, 2019

## Huge Headquarters in NYC searching for Hospitality Supervisor

Company: Talent  
Location: New York, NY  
Compensation: TBD

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We are looking for 2 experienced Hospitality Supervisors to organize and oversee daily operations of NYHQ Studio. This person will play a pivotal role in maintaining professional relationships with all Nike Trainers, influencers and other high profile guests to deliver the ultimate premium experience.

### Key Responsibilities

- Manage overall operations of NYHQ Studio
- Oversee and manage calendar for NYHQ Studio
- Maintain overall schedule for Nike Trainers and NYHQ
- Manage customer feedback effectively to ensure continuous service and program improvement
- Instill brand values and standards to maintain quality on a daily basis
- Liaise with other categories within NYHQ
- Maintain awareness of space, amenities and equipment and ensure all areas within are up to standards
- Field all requests from Nike Trainers and vet them through the East Training Brand Team
- Work closely with the East Cross Category Brand team in ordering and overseeing all seeding efforts at NYHQ Studio
- Manage all scheduling of Trainer, and workout sessions for NYHQ Studio
- Provide premium and professional hospitality to all Nike clientele that enter the NYHQ Studio Space
- Manage influencer invitation list for all Brand and Comms Team workout sessions
- Facilitate all biweekly payments to Nike Trainers
- Manage timelines & budgets

### Hours

Shift 1: 6AM-10AM

Shift 2: 5PM-9PM

Start date: Ideally August 28th

### Qualifications:

- Minimum 2 years of hospitality/operations experience
- High level of organizational skills
- Knowledge of Microsoft excel and outlook
- Strong written and verbal communication skills
- Must have passion for fitness/sport industry
- Good understanding of fitness fashion trends
- Ability to work with high profile clientele

Ability to work a flexible work schedule  
Ability to manage end to end projects, work with external partners and agencies

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