



Home of the Best. Careers. Ever.

Position: **Managing Office Coordinator**

Give Your Organizational Skills a New Home. At InvitedHome.

Who doesn't love a vacation? At InvitedHome, we take it one step further. Because we love vacation...homes. In fact, we believe that finding the right one to share with your family and friends is essential to the soul. And, a rewarding, fulfilling career should be no different. If you have an unbreakable spirit, a willingness to help people at the drop of the hat, and are looking for an exciting, new opportunity to join a rapidly growing company that will take your career right along with it – well – welcome home.

Who We Are

InvitedHome is the next great hospitality brand, combining the service and consistency of fine hotels with beautiful private homes in amazing destinations.

How You Can Help

At InvitedHome, we believe that a smooth and efficient running operation is a successful one. And as the Office Coordinator for our Florida location, you'll believe this as well. We're on the hunt for an organizational and operational wunderkind, one who can seamlessly provide administrative and clerical support to the General Manager, Guest Services Manager, Operations Manager, and anyone else who may look to you for your knowledge and wisdom along the way. These people will rely on you to have the office ready to go for all day-to-day operations, and you'll be more than happy to consistently exceed their expectations. After all, that's just part of your personality. Ours, too.

How Else?

- You'll also be responsible for managing the extremely active email account for West Florida, providing professional and courteous customer service to all our guests, homeowners, vendors, and InvitedHome associates
- It's not all email however, so you'll also be answering incoming manager on duty (MOD) and other office-related phone calls in order to disseminate requested information, take necessary messages, transfer calls to the appropriate person, dispatch requests and issues, and handle anything else that may require immediate attention
- The coordination of general office duties will be critical, so you'll be keeping inventory and ordering all office supplies as needed
- A tidy office is a happy office, so there will be your standard organizing, filing, distribution of incoming mail, and generally making sure the place is in tip-top clerical shape
- Support is the game, and you'll make a name for yourself by helping the rest of the team with any and all requests (think: important errands, managing schedules, data entry, tracking communications, and other miscellaneous duties)
- Get that welcoming smile ready, as you will be first face our guests, homeowners, and relators will see when the stop by the office

What We Need from You

- It goes without saying that you need exceptional organizational skills and high level of attention detail to succeed in this role
- You're a people person, and it constantly shows in the way you eloquently communicate and deal with others
- You share our passion and insatiable hunger to provide an unrivaled experience for guests, homeowners, and associates
- Experience in a hospitality-related environment with guest services is obviously a must
- We're looking for you to have a proficiency in a variety of software packages, such as Google Applications, Apple products, Microsoft Office, in order to produce correspondence, presentations and documents while storing and maintaining various other important information
- And finally, please bring an unshakable enthusiasm as it will be critical that you help where needed in order to keep the Santa Barbara ship sailing efficiently and effectively. Sound like you, Captain?

How We Can Help You

Allow us to be upfront: this is a full-time job, not a 9-5 one. As such, the successful candidate must have some availability 7 days a week, including evenings and weekends. With that said, you take care of your part, and we will take care of the rest. Perks include:

- A competitive salary with a performance-based incentive structure (hint: we've grown more than 900% in the past two years alone)
- Generous vacation policy ("vacations are essential to the soul" applies to you, too)
- Health, Vision and Dental insurance
- You'll need to be an expert on what creates a great vacation experience, so once a year, you'll get an all-expense paid weekend trip to stay at one of our properties
- Plus, with the rest of your time, enjoy discounted stays at any of our properties in our ever-growing portfolio
- Best of all: we provide a passionate, well-backed company with a career trajectory where the sky truly is the limit

We're InvitedHome. And you've just stumbled upon the Best.Career.Ever. We invite you to contact us to learn more.