

# Hospitality & Workplace Coordinator



MINIMUM 6 YEARS OF RELEVANT PROFESSIONAL EXPERIENCE

WAGE RANGE: \$24.03/hr – \$31.25/hr

## ROLE OVERVIEW:

The Hospitality Coordinator plays a special role in making our office a place clients never want to leave. This role anticipates needs before they're voiced and keeps daily administrative operations moving with precision and proactiveness. A Hospitality Coordinator has genuine care for people and spaces as a craft.

## RESPONSIBILITIES:

- Serves as the primary point of contact for guests
- Leads all client-facing hospitality from arrival to departure — client service, catering coordination, space readiness, and atmosphere
- Manages the hospitality bar and kitchen operations including stocking, cleanliness, compliance, and presentation standards
- Contributes ideas and solutions for improving the workplace experience
- Establishes and maintain relationships with security, cleaning, catering, suppliers, and facilities vendors
- Co-manages the Global Calendar for event logistics and planning
- Handles incoming calls, mail, and package distribution
- Coordinates internal and client-facing events end-to-end: logistics, setup, vendor relationships, and post-event wrap
- Maintains the office environment to a hospitality-grade, curated, standard
- Anticipates scheduling needs and proactively flags conflicts or resource gaps
- Manages dishwasher cycles, kitchen inventory, and bar restocking with systems that don't require reminders
- Identifies operational inefficiencies and communicates solutions
- Manages and maintains office supply inventory
- Initiates and coordinates in-office maintenance and repairs
- Provides administrative support to the leadership group with some assistance to greater office personnel
- Partners with accounting on budget and invoice approval
- Completes other administrative tasks as needed

## QUALIFICATIONS:

- Minimum 6 years of related work experience (*hotel, restaurant, boutique agency, or similar*)
  - Proficient with Microsoft Office Suite software
  - Solid understanding of administrative principles, practices, and procedures
  - Ability to work independently and as a team member; contributing to organizational goals
  - Clear verbal and written communication skills
  - Strong organizational skills and attention to detail
  - Excellent time management skills with a proven ability to meet deadlines
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## CHARACTERISTICS:

- Values diverse perspectives and maintains an inclusive, harmonious work atmosphere
- Finds ways to overcome obstacles while maintaining a positive outlook
- Active listener who appreciates receiving and giving feedback
- Motivates and uplifts others, fostering a spirit of positivity and growth
- Consensus builder who enjoys collaborating and works well in a team environment
- Actively seeks resources, guidance, or team support to drive results
- Embodies and promotes the core ESG values of passion, creativity, integrity, collaboration, transparency and quality

## ABOUT ESG:

ESG Architecture & Design is a premier architecture and interior design firm known for innovative, creative solutions. We specialize in projects for development clients across the country, focusing on the multi-housing, workplace, and hospitality sectors. Our team is dedicated to excellence in design and creating environments that foster creativity and collaboration.