

Human Resources Department

Propark America

Employment Opportunities

**Propark is pleased to announce the following
Employment Opportunities:**

Title: Parking Supervisor Location: Cleveland, Ohio

Propark America is one of the nation's leading parking companies, providing full and limited service parking solutions for office buildings, retail centers, airports, medical centers, universities, municipal facilities, residential buildings and hotels.

Headquartered in Hartford, Connecticut, Propark operates more than 400 locations in convenient markets across the United States, including Rhode Island, New York, Washington D.C., Boston, Cambridge, Cleveland, Cincinnati, San Antonio, San Francisco, Oakland, Palo Alto, Hartford, Stamford and New Haven.

We are currently seeking a Parking Supervisor at our Cleveland Ohio location.

This is a night & weekend position. Internal Candidates are encouraged to apply.

Responsibilities include, but are not limited to:

- Assist Manager with overseeing parking operations and staff
- Assist with all customer service issues, complaints, and problems
- Supervision of all Propark staff and outside operations to include valets, attendants, and cashiers
- Provide continuous customer service training for all Propark employees at this location
- Develop and train, cashiers, parking attendants and valets to ensure meeting of job expectations
- Review and approve work schedules to ensure adequate coverage while minimizing expense
- Develop and maintain excellent client relations
- Assist Manager in handling customer complaints and day-to-day operational issues
- Oversee the customer service program to ensure customer satisfaction
- Review and evaluate audits to ensure integrity of revenue control
- Required to work a varying schedule
- Ensure compliance of company and client policies and procedures
- Complete required reports
- Excellent organizational and time management skills
- Excellent interpersonal and excellent written and verbal English communication skills
- Excellent problem solving skills
- Professional appearance
- Supervisory experience preferred but not required
- Valid driver's license and good driving record
- PC literate (MS Office required)
- Working knowledge of QuickBooks & ScanNet Navigator preferred

Compensation is commensurate with experience and Propark offers a competitive benefits package. Interested candidates should email a cover letter, salary requirements and resume to resumes@propark.com, attention Linda Guard.

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.

