

Propark America

Employment Opportunities

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

Title: Parking System Manager Location: Boston, MA

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 an experienced parking manager to direct our premier hotels in Boston, MA

Responsibilities include, but are not limited to:

- Managing and overseeing parking operations and staff.
- Preparing reports, surveys and conducting special projects for the hotel.
- 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 stationed at this location.
- Develop and train supervisors, cashiers, parking attendants and valets to ensure meeting of job expectations.
- Review and approve work schedules to ensure adequate coverage while minimizing expenses.
- Develop and maintain excellent client relations and attend client meetings.
- Assist supervisors 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.
- Ensure compliance of company and client policies and procedures.
- Prior supervisory experience preferred.
- 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.
- Reconciliation of time cards and the submission of payroll for Propark staff.
- Valid driver's license and good driving record.
- Ability to drive manual transmission vehicles (stick shift).
- PC literate (MS Office required).

Previous experience managing large institutional parking systems is 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. Please include Parking System Manager in the subject line.

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.