



Employment Opportunities

August 6, 2007

Pebble Beach Company Recruitment Office
Applications accepted Monday - Friday
2130 Sunset Drive, Pacific Grove, CA 93950
Job Hot Line: 831/649-7694
Fax 831/649-7618
Email: hr@pebblebeach.com
Website: www.pebblebeach.com

MANAGEMENT POSITIONS

Business Development Manager - Sales (Full Time*)

Human Resource Manager (Full Time*)

Retail Distribution Center

Buyer (Full Time*)

The Beach & Tennis Club

Clubhouse Manager (Full Time*)

The Inn at Spanish Bay

Assistant Beverage Manager - Lobby Lounge (Full Time*)

Assistant Housekeeping Manager (Full Time*)

Director of Rooms (Full Time*)

Guest Services Assistant Manager (Full Time*)

Manager - Peppoli (Full Time*)

Rooms Division Team Leader (Full Time*)

Sous Chef (Full Time*)

The Lodge at Pebble Beach

Assistant Manager - Club XIX (Full Time*)

Assistant Manager - Guest Services (Full Time*)

Assistant Manager - Stillwater Bar & Grill (Full Time*)

Special Services Manager - Guest Services (Full Time*)

The Spa at Pebble Beach

Assistant Operations Manager (Full Time*)

Operations Team Leader (Full Time*)

BEACH & TENNIS CLUB

Front Desk Clerk (Part Time)

Fitness

Personal Trainer (Full Time*)

Food & Beverage

Club Server (On Call)

Cook III (Full Time & Part Time)

Hat Coat Checker (Part Time)

Set-Up Person (On Call)

Steward (On Call)

CAPITAL SERVICES

Executive Assistant (Full Time*)

Tree Climber - Forestry (Full Time*)

CORPORATE

Audio Visual Technician (On Call)

Executive Assistant - Legal (Full Time*)

Income Auditor (Full Time*)

Night Audit Supervisor (Full Time*)

Systems Technician - Information Services (Full Time*)

*Full Time, non-Union positions are eligible for paid medical, dental and vision the first of the month following 90-days of employment. Pebble Beach Company requires post-offer drug testing.



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GOLF

Customer Service Representative (Outside Service) - Pebble Beach Starters (Full Time*)

Customer Service Representative (Outside Service) - Spanish Bay Starters (On Call)

Golf Marshal - Spyglass Starters (On Call)

Golf Shop Assistant - Spanish Bay Starters (Full Time*)

Laborer - Pebble Beach Golf Maintenance (Temporary)

RETAIL

Administrative Assistant (Full Time*)

Inventory Controller (Full Time*)

Merchandise Coordinator - Pebble Beach Online (Full Time*)

Shops

Lead Sales Associate - Pebble Beach Golf Shop (Full Time*)

Merchandise Associate - Pebble Beach Golf Shop (Full Time*)

Sales Associate - Pebble Beach at Cannery Row (Part Time)

Sales Associate - Pebble Beach Golf Shop (Part Time)

Sales Associate - Spanish Bay Pro Shop (Part Time)

Sales Associate - The Kid's Shop (Full Time*)

SALES

Administrative Assistant - Catering & Conference Services (Full Time*)

Administrative Assistant - Sales (Full Time*)

Catering & Conferences Services Coordinator (Full Time*)

Customer Service Agent - Resort Reservations (Full Time*)

Group Reservations Coordinator - Sales (Full Time*)

SECURITY

Gate Officers (Full Time*)

Patrol Officer (Full Time*)

Resort Security Officer (Full Time*)

SPECIAL EVENTS

2007 Pebble Beach Concours d'Elegance - Event Dates: August 13 - 19, 2007 (Temporary)

THE INN AT SPANISH BAY

Concierge (Part Time & On Call)

Front Desk Clerk (Part Time)

Front Desk Supervisor (Full Time*)

Room Attendant (Full Time*)

Valet/Porter (Full Time*)

Fitness

Personal Trainer - The Spanish Bay Club (Full Time*)

Tennis Pro Shop Assistant - Spanish Bay Club (Full Time*)



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Food & Beverage

Bartender - Lobby Lounge (Full Time*)
Busser - Lobby Lounge (Part Time)
Convention Services - Banquets (On Call)
Cook II - Main Kitchen (Full Time* & On Call)
Cook II - Sticks (Full Time*)
Order Taker - In-Room Dining (Full Time*)
Server - Banquets (On Call)
Server - In-Room Dining (Full Time*)
Server - Roy's (Full Time* & On Call)
Server - Sticks (Full Time*)

THE LODGE AT PEBBLE BEACH

Front Desk Clerk (Full Time*)
Porter III (Full Time)
Special Services Concierge (Full Time*)
Valet Parker (On Call)

Food & Beverage

Busser - Banquets (On Call)
Chef de Partie (Full Time*)
Cook I - Club XIX (Full Time)
Cook I - Main Kitchen (Full Time)
Cook II - Main Kitchen (Full Time)
Cook III - Gallery Restaurant (Part Time)
Demi Chef de Partie (Full Time)
Host - Stillwater Bar & Grill (Full Time)
Lead Sales Associate - PB Market (Full Time*)
Pastry Cook I (Part Time)
Server - Banquets (On Call)
Steward (Part Time)

THE SPA AT PEBBLE BEACH

Barber (Part Time)
Front Desk Clerk (Full Time*)
Male Spa Attendant (On Call)
Massage Therapists (On Call)

TRANSPORTATION

Administrative Assistant (Part Time)
Dispatcher (On Call)
Driver (Part Time & On Call)



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MANAGEMENT POSITIONS

Business Development Manager - Sales (Full Time*)

Develop and implement lead generation and account communication programs that produce new leads and group business for the sales team. Identify, profile and initiate business relationships with senior level executives that are resort guests and convert them into group leads for sales team. Must be a skilled communicator. Experience with SMS, Outlook, and the Microsoft Office suite applications needed. Previous hotel sales, catering, reservations or relevant account development, business development, lead generation experience required.

Human Resource Manager (Full Time*)

Ensure Pebble Beach Company is the best place to work. Assist Human Resources Vice President on special projects. Accept cross-functional assignment within the department. Outstanding written and verbal communication and listening skills. Ability to interact with all types of people. Experience in training and/or facilitating. Excellent organization and prioritization skills. Ability and desire to provide excellent internal customer service to all team members. Strong working knowledge of Word and Excel. A minimum of five years of progressive responsibility in a Human Resources leadership position is required. Labor Relations experience required. College degree with Human Resources emphasis preferred.

Retail Distribution Center

Buyer (Full Time*)

Responsible for the purchase of merchandise for specific retail stores. College degree or comparable retail experience necessary. Good oral and written communication and management skills, good math, typing and filing skills required. 1 or 2 years retail management, buying or assistant buying experience also required.

The Beach & Tennis Club

Clubhouse Manager (Full Time*)

Oversee operations and staffing in all areas of the fitness facility. Excellent management, written and verbal communication skills required. Ability to handle challenging situations professionally, knowledge of current fitness trends and resort services. Must be proficient with Microsoft Office. Minimum 4 years in resort, full-service health club, or private club environment required. Some college required. California driver's license and current certification in CPR required.

The Inn at Spanish Bay

Assistant Beverage Manager - Lobby Lounge (Full Time*)

To manage all aspects of the beverage operation to ensure five star service standards. Assistant Manager is responsible for maximizing the financial performance of the beverage operations by providing the highest possible guest service, products, and by fostering a positive work environment for all employees. Directly responsible for supervision of Beverage Department (Traps, Lobby Lounge, Service Bar) and assist with the wine program within Spanish Bay.

Assistant Housekeeping Manager (Full Time*)

Ensure the orderly and efficient administration of the Housekeeping Department, by assisting the Executive Housekeeper in the supervision of staff. Supervisory, customer service and organizational skills required. Understanding of cleaning methods and products used in institutional settings. Experience with budgets and scheduling required. High school diploma or equivalent preferred. Valid California driver's license required. Knowledge of personal computers, Microsoft Office, Word, Excel and Outlook software helpful. Previous hotel or housekeeping experience preferred.

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Director of Rooms (Full Time*)

Oversee the quality of service provided at the Front Desk, Bell Desk and Housekeeping departments. Coordinate the efforts of all of these areas to best serve the guest, present and future. Leadership, motivational, supervisory, time management and problem-solving skills required. Must have excellent interpersonal skills and ability to handle difficult people and situations in a professional manner. CPR and basic first aid certification required within 90-days. Basic computer skills and previous experience with a property management system required. 2-4 years management experience in a hotel or resort required.

Guest Services Assistant Manager (Full Time*)

Assist with the daily operations of the front of the house and facilitate guest and visitor enjoyment. Assist and fill-in for Manager-on-Duty during any shift. Supervisory, time management and problem-solving skills required. CPR and basic first aid certification required within 90-days of employment. Experience with Word, Excel and a property management system required. 1-2 years supervisory experience preferred, especially in a hotel or resort required.

Manager - Peppoli (Full Time*)

Ensure the highest quality service and maintenance at Peppoli. Knowledge of all aspects of restaurant operations required. Excellent management, motivational and organizational skills required. 5 or more years experience in hotel restaurant operations required.

Rooms Division Team Leader (Full Time*)

Assist in overseeing daily front-of-the-house operations. Facilitate guest and visitor enjoyment of The Inn. Ensure efficient, informative and helpful guest service. Assume hotel manager position in the absence of the Rooms or General Manager, serving as Manager on Duty. Professional telephone etiquette and basic accounting skills; excellent interpersonal skills; ability to oversee staff and encourage support throughout the team. Working knowledge of Microsoft Word, Excel, Outlook, and SMS, including table, graph and chart capabilities. High school diploma or equivalent required. Previous hotel experience helpful.

Sous Chef (Full Time*)

Ensure the highest quality preparation and presentation of fine cuisine for banquets, special parties and events. Excellent cooking, supervisory and sanitation skills. Knowledge of all stations. Menu development, train and supervise crew, assist in banquet production, supervise 24-hour Room Service menu. Some computer knowledge helpful. Minimum 6-years of restaurant, resort or hotel experience and at least 2-years experience as sous chef.

The Lodge at Pebble Beach

Assistant Manager - Club XIX (Full Time*)

Assist Manager in order to ensure guests' and members' dining pleasure and maximum satisfaction. Must be a team player and able to work well with other managers and staff. Able to handle stressful situations professionally. Management, basic office and organizational skills and scheduling required. Experience with Word, Excel and the Springer-Miller system or equivalent preferred. 2 years experience in hotel restaurant operations required.

Assistant Manager - Guest Services (Full Time*)

Assist with the daily operations of the front of the house and facilitate guest and visitor enjoyment. Assist and fill-in for Manager-on-Duty during any shift. Supervisory, time management and problem-solving skills required. CPR and basic first aid certification required within 90-days of employment. Experience with Word, Excel and a property management system required. 1-2 years supervisory experience preferred, especially in a hotel or resort required.

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Assistant Manager - Stillwater Bar & Grill (Full Time*)

Assist Manager in order to ensure guests' and members' dining pleasure and maximum satisfaction. Must be a team player and able to work well with other managers and staff. Able to handle stressful situations professionally. Management, basic office and organizational skills and scheduling required. Experience with Word, Excel and the Springer-Miller system or equivalent preferred. 2 years experience in hotel restaurant operations required.

Special Services Manager - Guest Services (Full Time*)

Develop, maintain and coordinate a system of contacting guests prior to arrival in order to provide a heightened sense of awareness toward them before arrival. Maintain a guest history database that provides a method of tracking return guests and coordinate a return guest amenity program. Must have excellent communication, interpersonal and telephone skills. Must be highly organized, efficient, detail oriented, self-motivated and possess strong leadership, computer and writing skills. Working knowledge of Microsoft Word and Excel including tables, graphs, and chart capabilities. Minimum of 3 years in guest service related work on the Monterey Peninsula required.

The Spa at Pebble Beach

Assistant Operations Manager (Full Time*)

Will assist Manager with day-to-day operations of The Spa, to ensure a smooth, five-star, experience. Will be accountable for front office, reservations, group sales and public area operations. Will act as Manager-on-Duty as required. Will order supplies, ensure payroll is correct, resolve any guest challenges and assist staff as needed. Good written and oral communication skills required. Working knowledge of Microsoft office programs such as Word, Excel and Outlook necessary. Experience with Springer Miller preferable, but will train. CPR certification required within 90-days of employment. 3-years previous management experience, preferably in hospitality or resort operations, necessary. Previous Spa experience a plus.

Operations Team Leader (Full Time*)

Assist the Operations Manager establish and maintain day to day operations of the spa facility. Perform and assure proper coverage of managers on duty during any shift. Certification in CPR required within 90 days. Basic math and accounting skills, excellent telephone etiquette and interpersonal skills required. Computer literate and previous experience with property management system preferred.

BEACH & TENNIS CLUB

Front Desk Clerk (Part Time)

Will check in all members and guests. Will assist with maintaining the cleanliness of the facility. Process payments for retail purchases, spa services and personal training sessions. Ability to work a flexible and varied shift including weekends and holidays required.

Fitness

Personal Trainer (Full Time*)

Provide fitness instruction to guests and members. High School diploma or equivalent preferred. ACE, AFAA, ACSM or equivalent and current certification in CPR required. Must be able to provide fitness testing, training and class instruction. Must be capable of performing fitness routines and using weights at the highest levels of fitness. Excellent interpersonal skills and enthusiasm for fitness required. Working knowledge of personal computer helpful. Minimum of 1-year experience with responsibilities in fitness training, testing or class instruction required.

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Food & Beverage

Club Server (On Call)

Primary duties for this position focus on efficient and courteous food and beverage service. Previous serving experience highly desirable. Must be self-motivated and possess good lifting skills. Ability to work a flexible schedule required.

Cook III (Full Time & Part Time)

Produce hot and cold foods prepared to the highest standards set by the Beach Club kitchen team leaders. Basic hot and cold food and pantry knowledge required. Will need to be able to work and know standards of quality and production. Prior experience of line cooking also required. Eligible for Union benefits package.

Hat Coat Checker (Part Time)

The Hat Coat Checker greets guests and oversees dining room activities. The individual will also provide information about the resort and services provided throughout Pebble Beach Company and assist with special events as needed. The candidate must have the ability to maintain a professional demeanor in stressful situations and be able to stand for long periods of time. A high school diploma or equivalent preferred. Some previous restaurant experience preferred.

Set-Up Person (On Call)

Will set up and service Beach & Tennis Club banquet functions to banquet event order specifications, i.e. chairs, tables, linen, etc. Ability to work efficiently and thoroughly, performing physical tasks at a steady pace, for the entire shift. Ability to work a varied and flexible shift required.

Steward (On Call)

Thoroughly clean and sanitize the kitchen area and cooking equipment; maintaining the highest level of cleanliness in the kitchen and dock areas. Ability to understand directions and communicate clearly with supervisor and co-workers. Some knowledge of sanitation and familiarity with cleaning chemicals. Must be self-motivated and possess good lifting skills. Ability to work a flexible schedule required.

CAPITAL SERVICES

Executive Assistant (Full Time*)

Provide administrative and secretarial support to the Senior Vice President of Capital Services. Candidate should possess demonstrated strengths as follows: accurate typing at 55 wpm; note taking and transcription skills; excellent grammar, punctuation and spelling skills; professional and polished demeanor and appearance; excellent telephone manner and etiquette. Must be highly organized, with exceptional attention to detail; take direction well and execute tasks accurately while adhering to mandated deadlines; able to manage calendar and travel arrangements and be highly proficient with MS Word, Excel, and Outlook. Minimum of 3-5 years Executive-level administrative support experience desired.

Tree Climber - Forestry (Full Time*)

Climb trees to perform topping, trimming and felling operations. Thorough knowledge of proper tree climbing and scaling techniques. Knowledge of tree and other plant materials, care, procedure and practices; including planting, pruning, trimming. General knowledge of the equipment used in the installation, inspection and maintenance of cables and braces used in tree work. General knowledge of tree care and heavy equipment. Exhibit a high level of safety-consciousness and pass this knowledge onto the crew. 2-years previous experience preferred. High School diploma or equivalent required.

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CORPORATE

Audio Visual Technician (On Call)

Set up, operate, remove Audio/Visual and Business Services equipment for corporate productions and special events throughout the Resort. Some experience required in at least one of the following: live audio mixing, computer networking and/or projection systems, stage lighting production.

Executive Assistant - Legal (Full Time*)

Provide administrative and secretarial support to Vice President, Legal Affairs. Ability to type 75 wpm accurately, operate various business machines, including copier, and facsimile, create filing system and maintain it by accurate filing. Note taking and transcription skills, excellent grammar, punctuation, and spelling skills; polished telephone etiquette are required. 3 to 5 years secretarial support or administrative experience, including 2 years of experience in a law firm or legal department. High School diplomas or equivalent required. Paralegal and business courses helpful.

Income Auditor (Full Time*)

Will conduct audits from various sources, reconcile and balance entries, and generate reports on that data to ensure entries are in balance and that the data has been properly accepted. Knowledge of accounting, word processing, computerized spreadsheets and computer data entry required. Working knowledge of Microsoft Office software such as Excel, Outlook and Word a must. A minimum of 40 wpm typing and 10-key by touch also necessary. One-year previous accounting or bookkeeping experience required.

Night Audit Supervisor (Full Time*)

Process and record all daily revenue from all revenue departments. High School diploma or equivalent required, with some college level accounting classes preferred. Understanding of accounting and hotel/resort operations required. Ability to operate 10-key adding machine and other typical office equipment. Good communication and problem solving skills necessary. Must be able to work independently in an accurate, organized and efficient manner, meeting strict deadlines. Working knowledge of MS Excel, Word required. Experience with a point of sale system and/or hotel property management system preferred. Previous auditing experience required, especially in a hotel or resort.

Systems Technician - Information Services (Full Time*)

Install, configure and maintain all the computerized hardware and software for Pebble Beach Company. Must have excellent problem solving abilities and communication skills. Knowledge of PC configuration and setup, peripheral configurations and setup, hospitality related software (POS, Property Management inclusive), MS Windows, MS Office, troubleshooting and repair of computer/printer systems and understand networks required. High school diploma required. Certificates in computer hardware and software expertise recommended. Minimum 3 years PC hardware and software support and minimum 2 years customer service and support related experience required. Valid California driver's license required.

GOLF

Customer Service Representative (Outside Service) - Pebble Beach Starters (Full Time*)

Provide guest service at various areas of the operation to include the clubhouse, parking lots, golf course and driving range. Greet guests and visitors, assist with golf bags upon arrival and departure and participate in all aspects of the facility. Must be self-motivated and possess good lifting skills. Ability to communicate clearly to staff, managers and guests required.

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Customer Service Representative (Outside Service) - Spanish Bay Starters (On Call)

Provide guest service at various areas of the operation to include the clubhouse, parking lots, golf course and driving range. Greet guests and visitors, assist with golf bags upon arrival and departure and participate in all aspects of the facility. Must be self-motivated and possess good lifting skills. Ability to communicate clearly to staff, managers and guests required. Candidates must submit a current DMV printout with their application.

Golf Marshal - Spyglass Starters (On Call)

Attend to the varied needs of the golfing guests. Ensure that play moves at a reasonable pace and diplomatically enforce rules and golf etiquette. Make sure course is set up for play and all guests are registered. Ensure safety procedures are followed in order to maintain a safe golf course to play.

Golf Shop Assistant - Spanish Bay Starters (Full Time*)

Open and close the Golf and Retail counter. Check in golfers and sell retail merchandise. Run the tee and provide excellent customer service at all times. Good communication and customer service skills required. Ability to work a flexible schedule is also required.

Laborer - Pebble Beach Golf Maintenance (Temporary)

Perform work as laborer in excavating, preparing and laying sod, preparing and completing other related repairs, in order to maintain greens, beds, culverts, drains and ditches. Ability to communicate effectively with supervisor and co-workers on all work-related matters. Ability to tolerate exposure to the elements and to work on rough terrain. Ability to use good judgment and communicate in a courteous manner with Forest residents, the public and Pebble Beach Company departments. Some landscaping-related experience preferred.

RETAIL

Administrative Assistant (Full Time*)

Will handle various aspects of Dataworks (Inventory System), run daily reports, maintain databases and keep a filing system for inventory transfer paperwork. Will also provide administrative support for the Finance Manager, Retail Audit Manager and the Warehouse Manager. Solid working knowledge of Word and Excel required. Good communication and problem-solving skills required. Must be able to work independently in an accurate, organized and efficient manner, meeting strict deadlines.

Inventory Controller (Full Time*)

Maintain accurate and efficient shipping and receiving procedures, process invoices in a timely manner and assume responsibility for stockroom activity. Make store deliveries and pick-ups as required. Basic math, typing filing, use of a computer, 10-key adding machine, cash register, and the ability to lift safely required. High School diploma or equivalent required. Valid California driver's license required.

Merchandise Coordinator - Pebble Beach Online (Full Time*)

Organize and maintain all web assortment inventory for daily transactions. Assist in coordinating photo shoots for new additions to Shop Online and print publications for Shop Online. Process gift card requests and other special services requested in daily transactions. Process Resort retail returns. Back up Online Operator and Shipping Clerk in all duties. Required skills include good oral and written communication, general math, typing, organization and filing. Previous experience in retail desired; merchandising focus helpful. Packaging, shipping and receiving of merchandise also desired. Microsoft Office for Windows (Word and Excel) desired. HTML &/or ASP, web imagery applications and Federal Express World Ship system knowledge helpful.

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Shops

Lead Sales Associate - Pebble Beach Golf Shop (Full Time*)

Provide and ensure excellent customer service in order to produce optimum sales and achieve budgeted revenue goals. Provide direction to sales staff in order to ensure retail customer service standards are met. Supervise and maintain retail standards within store. Provide outstanding guest service by greeting, building rapport and appropriately suggesting merchandise. Process transactions for customers. Clean, re-merchandise and re-stock the sales floor as directed by Store Manager. Basic math and good communication skills needed. Previous retail experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

Merchandise Associate - Pebble Beach Golf Shop (Full Time*)

Receive, stock and prepare merchandise for display on sales floor. Use inventory control software to monitor merchandise inventory levels and transfers. Create pick-lists for merchandise distribution from warehouse. Maintain, clean and organize stock room. Basic math and good communication skills needed. Must also be self-motivated and possess good lifting skills. Ability to work a flexible schedule including evenings, weekends and holidays required.

Sales Associate - Pebble Beach at Cannery Row (Part Time)

Provide outstanding guest service by greeting, building rapport and appropriately suggesting merchandise. Process transactions for customers. Clean, re-merchandise and re-stock the sales floor as directed by Store Manager. Basic math and good communication skills needed. Previous retail experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

Sales Associate - Pebble Beach Golf Shop (Part Time)

Provide outstanding guest service by greeting, building rapport and appropriately suggesting merchandise. Process transactions for customers. Clean, re-merchandise and re-stock the sales floor as directed by Store Manager. Basic math and good communication skills needed. Previous retail experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

Sales Associate - Spanish Bay Pro Shop (Part Time)

Provide outstanding guest service by greeting, building rapport and appropriately suggesting merchandise. Process transactions for customers. Clean, re-merchandise and re-stock the sales floor as directed by Store Manager. Basic math and good communication skills needed. Previous retail experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

Sales Associate - The Kid's Shop (Full Time*)

Provide outstanding guest service by greeting, building rapport and appropriately suggesting merchandise. Process transactions for customers. Clean, re-merchandise and re-stock the sales floor as directed by Store Manager. Basic math and good communication skills needed. Previous retail experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

SALES

Administrative Assistant - Catering & Conference Services (Full Time*)

Assist the Catering and Conference Services team to coordinate a wide variety of events. Excellent organizational and time management skills required. Must have skills and experience to plan and implement large group activities that require the coordination of numerous services. Excellent telephone skills required. Experience in Microsoft Windows, Word, Excel, Outlook required. 1-2 years of hotel/resort experience, especially within Catering/Conference Services.

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Administrative Assistant - Sales (Full Time*)

Provide administrative support to Sales Managers in a fast paced environment. Book rooms, golf, catering functions, transportation, dining, and recreational activities. Learn and master the Delphi hospitality system to create accounts, bookings, site visitations as well as blocking function space. Update and maintain client files including contracts, booking patterns, receipt of rooming list form, itinerary and other pertinent information on rooms, golf, meals, and functions. Must be adept at handling multiple assignments and proficient in expediting last minute requests in a fast paced environment. Must be able to type 55 words per minute. Requires professional telephone etiquette and excellent written and oral communication skills. Must be proficient in Microsoft Word, Excel and Outlook. 3-5 years administrative experience, especially in hotel or resort.

Catering & Conferences Services Coordinator (Full Time*)

Assist the director and associate directors in all aspects of interaction with operational departments. B.A. or B.S. Degree desired, but not required. Minimum two years college-level education preferred. Experience in Windows, Word and Excel. Development of timelines and scheduling; create charts, graphs & tables. Must be personable and have excellent communication skills.

Customer Service Agent - Resort Reservations (Full Time*)

Will book reservations according to established guidelines and provide resort and product information to guests. Excellent phone manner, customer service skills and computer experience required. Must be accurate and work with attention to detail. Ability to operate typical office equipment. On-the-job computer experience required. Experience with a hotel reservation system preferred. Word and other Microsoft Office software experience helpful. Customer service experience required; some hotel experience preferred.

Group Reservations Coordinator - Sales (Full Time*)

Coordinate reservations for groups booked by Sales Department. Must be service oriented, a self-starter, accurate and able to work with attention to detail. Excellent telephone skills required. Proficiency in Word, Excel and Outlook required. Previous experience with property management system and knowledge of hotel operations is highly desirable. Minimum 1 year hotel or resort experience in reservations.

SECURITY

Gate Officers (Full Time*)

Oversee the flow of visitors, residents and hotel guests in order to ensure the security of property and assets within the Del Monte Forest. Ability to collect fees and make change accurately; good judgment; knowledge of area and Forest; ability to handle difficult people in a courteous manner required. Must be 18 years or older. Must be able to obtain a California Guard Card from State Department of Consumer Affairs.

Patrol Officer (Full Time*)

Provide security to Pebble Beach Company property and assets. Provide assistance to customers, guests, visitors, employees and residents in emergency situations. Respond to emergency calls from private residences of Del Monte Forest in the spirit of a "good neighbor". Ability to write log entries and reports. Must be able to read and comprehend written policies. Additionally, must be able to obtain a California Guard Card from State Department of Consumer Affairs within 90-days of hire. Valid California driver's license required. All candidates must provide a recent DMV printout with their completed application for employment.

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Email: hr@pebblebeach.com

Website: www.pebblebeach.com

Resort Security Officer (Full Time*)

Safeguard Pebble Beach Company property and the well being of our guests and employees. Superior verbal and written communications required. Valid California driver's license (without restrictions) is required. Must be able to obtain CPR/AED and first aid certificates within the first 90 days of employment.

SPECIAL EVENTS

2007 Pebble Beach Concours d'Elegance - Event Dates: August 13 - 19, 2007 (Temporary)

Pebble Beach Company will be hiring temporary help for various line positions including: Banquet Set-Up, Cooks, Bussers, Food Servers, Food Runners, Bartenders, Barbacks, Host Persons, Stewards, Sales Associates, Housekeepers, and Van Drivers. All final candidates must be at least 18 years of age and come prepared to provide proof of employment eligibility. Candidates for driving positions must bring a current DMV printout (dated not earlier than 6/26/2007). Special note: Please do not use the application on-line for this event. Thursday. Thank you.

THE INN AT SPANISH BAY

Concierge (Part Time & On Call)

Facilitate guests' and visitors' enjoyment of The Inn at Spanish Bay and surrounding area by providing information and assistance in response to a wide variety of requests. Must be organized and able to handle multiple tasks simultaneously. Ability to stay well informed and knowledgeable about all hotel and local activities, restaurants, services and other attractions. Basic clerical skills including typing, personal computer, and fax machine. Ability to work a varied and flexible schedule required. Previous concierge experience preferred. 3 years in guest service related work on the Monterey Peninsula required.

Front Desk Clerk (Part Time)

Responsible for checking guests in and out of the hotel. Extensive use of the phone is required as is a tremendous amount of one-on-one contact with the guests. Attention to detail required. Basic math and accounting skills, excellent telephone etiquette and interpersonal skills required. Computer literate and previous experience with property management system preferred. Some customer service and/or hotel experience preferred.

Front Desk Supervisor (Full Time*)

Will ensure efficient and accurate guest check-in and check-out and fill-in for Front Office management as needed. Will also fill-in for Manager on Duty as needed. Basic math and accounting skills, polished telephone etiquette and interpersonal skills required. Understanding of personal computers and previous experience with property management system required. Minimum two years hotel front desk experience required. Ability to work a flexible and varied schedule including evenings, weekends and holidays also required.

Room Attendant (Full Time*)

Provide the highest quality cleaning services to ensure the rooms and all areas of the resorts meet the standards of a five- star/five diamond operation. Ability to work efficiently and thoroughly, performing physical tasks for the entire shift. Familiarity with sanitation and cleaning standards critical. Must be self-motivated, detail-oriented and possess good lifting skills. Ability to communicate clearly to staff, managers and guests required.

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Employment Opportunities

August 6, 2007

Pebble Beach Company Recruitment Office

Applications accepted Monday - Friday

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Valet/Porter (Full Time*)

Will park cars and assist in maintaining the flow of traffic at entrance. A valid California driver license is required. Good driving record, polished manners and interpersonal skills required. Must be able to communicate clearly with drivers, employees and guests and give clear directions required. Must be able to stand for an entire shift. Ability to drive cars with standard and automatic transmissions required. Interested candidates must submit a current DMV print-out with their application for employment.

Fitness

Personal Trainer - The Spanish Bay Club (Full Time*)

Provide fitness instruction to guests and members. ACE, AFAA, ACSM or equivalent and current certification in CPR required. Must be capable of conducting a professional fitness assessment and providing an individualized program to fit customer's needs. Must be able to provide fitness testing, training and class instruction. Excellent interpersonal skills and enthusiasm for fitness required. Minimum of one year experience and responsibilities in fitness training and testing required.

Tennis Pro Shop Assistant - Spanish Bay Club (Full Time*)

Will assist with daily operation of the Tennis facility. Computer entry for retail invoices and inventory control. Tennis scheduling directly with member/resort guest. Retail sales, customer service, strong interpersonal skills required.

Food & Beverage

Bartender - Lobby Lounge (Full Time*)

Responsible for the prompt and courteous service of beverages and spirits, as well as the mixing of drinks for cocktail service and serving food. Conduct inventory. Fill in for other bartenders and servers as needed. Basic drink knowledge and previous beverage experience preferred. Good math and communication skills needed. Ability to communicate effectively with co-workers and guests. Must be self-motivated and possess good lifting skills.

Busser - Lobby Lounge (Part Time)

Clear and reset tables, stock supplies and assist with all set up and clean up duties. Stocking supplies and assisting guests and staff as needed. Some bussing experience is preferred.

Convention Services - Banquets (On Call)

Set-up and break down all banquets to ensure a successful event and the functioning of the Banquet Department. Must be able to carry a large oval tray over shoulder. Must be able to safely lift and move large, heavy objects. Must be able to follow directions. Valid California driver's license required. High school diploma or equivalent preferred. Some banquet set-up experience preferred.

Cook II - Main Kitchen (Full Time* & On Call)

Produce hot and cold menu items to the highest standards set by Executive Chef. Basic hot/cold food, cooking knowledge, proficient knife skills required. Need to be able to work and know standards of quality and production. Must be available to work a variety of shifts as well as nights, weekends and holidays. Some culinary schooling required.

Cook II - Sticks (Full Time*)

Produce hot and cold menu items to the highest standards set by Sticks team leaders. Basic hot/cold food, cooking knowledge, proficient knife skills required. Need to be able to work and know standards of quality and production. Must be available to work a variety of shifts as well as nights, weekends and holidays.

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Order Taker - In-Room Dining (Full Time*)

Provide efficient food and beverage service to hotel guests in their rooms. Good telephone and communication skills required. Ability to work a varied and flexible shift required.

Server - Banquets (On Call)

Serve banquet guests efficiently and courteously. Previous serving experience required. Must be self-motivated and possess good lifting skills. Ability to work a varied and flexible shift required.

Server - In-Room Dining (Full Time*)

Provide efficient food and beverage service to hotel guests in their rooms. Ability to carry trays and push carts over uneven ground and for long distances, quickly and without spilling contents. Good telephone and communication skills required. Ability to work a varied and flexible shift required.

Server - Roy's (Full Time* & On Call)

Serve guests efficiently and courteously. Previous serving experience required. Must be self-motivated and possess good lifting skills. Ability to work a varied and flexible shift required.

Server - Sticks (Full Time*)

Serve guests efficiently and courteously. Previous serving experience required. Must be self-motivated and possess good lifting skills. Ability to work a varied and flexible shift required.

THE LODGE AT PEBBLE BEACH

Front Desk Clerk (Full Time*)

Responsible for checking guests in and out of the hotel. Extensive use of the phone is required as is a tremendous amount of one-on-one contact with the guests. Attention to detail required. Basic math and accounting skills, excellent telephone etiquette and interpersonal skills required. Computer literate and previous experience with property management system preferred. Some customer service and/or hotel experience preferred.

Porter III (Full Time)

Assist the hotel guests with arrival and departure. Act as an informative ambassador for The Lodge at Pebble Beach. Assist guests with valet parking. Excellent customer service skills required. Valid California driver's license also required. All candidates must provide a current DMV printout with completed employment application. Eligible for Union Benefits package.

Special Services Concierge (Full Time*)

Will maintain and coordinate a system of contacting resort guests prior to arrival and during their stay to fulfill any and all requests. Ability to operate general office equipment required. Ability to stay informed and knowledgeable about all resort and local activities, restaurants, services and other attractions also necessary. Requires professional telephone and basic accounting skills. Must have excellent interpersonal skills. Working knowledge of Microsoft Word, Excel and Outlook, including table, graph and chart capabilities required. A minimum of 3-years guest service related work on the Monterey Peninsula also required.

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Valet Parker (On Call)

Will park cars and assist in maintaining the flow of traffic at entrance. A valid California driver license is required. Good driving record, polished manners and interpersonal skills required. Must be able to communicate clearly with drivers, employees and guests and give clear directions required. Must be able to stand for an entire shift. Ability to drive cars with standard and automatic transmissions required. Interested candidates must submit a current DMV print-out with their application for employment.

Food & Beverage

Busser - Banquets (On Call)

Clear and reset tables, stock supplies and assist with all setup and cleanup duties. Stocking supplies and assisting guests and staff as needed. Good communication skills required. Previous bussing experience is preferable. Full Time position is eligible for Union benefit package.

Chef de Partie (Full Time*)

Ensure the highest quality preparation and presentation of fine cuisine for all Lodge outlets, banquets, special parties and events. Graduate of accredited culinary program or apprenticeship under highly respected chef at a premier resort or hotel property preferred. Certification by the American Culinary Federation and certification as a sous chef preferred. Overall culinary or special skills. Prior Chef or Sous Chef experience and/or other high quality experience, knowledge and training required. Eligible for Union benefit package.

Cook I - Club XIX (Full Time)

Will prepare and produce hot and cold foods to the highest standards as set by The Lodge Culinary team. Basic hot/cold food cooking knowledge and proficient knife skills required. Must be able to work and know standards of quality and production in outlets and any banquet function. Graduate of an accredited culinary or apprenticeship program highly desirable. 5-years previous kitchen experience, including 2-years in an equivalent position at a premier restaurant, resort or hotel also required. Eligible for Union benefit package.

Cook I - Main Kitchen (Full Time)

Basic hot/cold food, pantry knowledge. Banquet experience ideal. Good knife skills. Needs to be able to work a flexible schedule including nights, holidays and weekends. 3-5 years as a cook or in an equivalent position at a premier restaurant, resort or hotel. Some culinary school required. Eligible for Union benefits package.

Cook II - Main Kitchen (Full Time)

High school diploma or equivalent required. Graduate of accredited culinary program or apprenticeship desirable. Food preparation and sanitation skills. Good knife skills. Two years as a fry cook or equivalent position at a premier restaurant, resort or hotel property required. Full Time position is eligible for Union benefit package.

Cook III - Gallery Restaurant (Part Time)

Produce hot and cold foods prepared to the highest standards. Basic hot/cold food and pantry knowledge required. Need to be able to work and know standards of quality and production in the Pantry. High school diploma or equivalent required. Prior experience of line cooking required.

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Demi Chef de Partie (Full Time)

Ensure the highest quality preparation and presentation of fine cuisine for all Lodge outlets, banquets, special parties and events. Graduate of accredited culinary program or apprenticeship under highly respected chef at a premier resort or hotel property preferred. Certification by the American Culinary Federation and certification as a sous chef preferred. Overall culinary or special skills. Prior chef or sous chef experience and/or other high quality experience, knowledge and training required. Eligible for Union benefit package.

Host - Stillwater Bar & Grill (Full Time)

Greet guests and oversee dining room reservations. Ability to oversee the efficient seating and scheduling of guests. Ability to maintain a professional demeanor in stressful situations. Ability to stand for long periods of time. Must have basic computer and typing skills. Working knowledge of Microsoft Office programs and Micros or other point of sale system helpful. Previous restaurant experience and 1-year as a host in a high volume restaurant environment required.

Lead Sales Associate - PB Market (Full Time*)

Provide excellent customer service to produce optimum sales. Open and close store; place product from back stock and organize displays on the sales floor; supervise deli and sales associates in the absence of manager; inventory and place orders with market vendors at the direction of the Market Manager and Chef; maintain excellent housekeeping standards in store; and participate in physical inventories of merchandise. High School diploma required. Basic math, good communication and customer service skills a must. Previous retail and/or deli experience preferred. Ability to work a flexible schedule including evenings, weekends and holidays required.

Pastry Cook I (Part Time)

Ensure the highest quality preparation and presentation of fine pastries for all hotel outlets, banquets, special parties and events. Graduate of accredited culinary program or apprenticeship is preferred. Able to operate typical pastry tools and equipment. Knowledge of ingredients and preparation required. An understanding of pastry shop operation and ordering ingredients helpful. Eligible for Union benefits package.

Server - Banquets (On Call)

Serve banquet guests efficiently and courteously. 6-months previous banquet experience, open attitude and willingness to learn are a requirement. Must be self-motivated and possess good lifting skills. Ability to work a varied and flexible shift is also required.

Steward (Part Time)

Thoroughly clean and sanitize the kitchen area and cooking equipment; maintaining the highest level of cleanliness in the kitchen and dock areas. Ability to understand directions and communicate clearly with supervisor and co-workers. Some knowledge of sanitation and familiarity with cleaning chemicals. Must be self-motivated and possess good lifting skills. Ability to work a flexible schedule required.

THE SPA AT PEBBLE BEACH

Barber (Part Time)

Deliver professional, meticulous, relaxing and exemplary hairstylist services to spa guests. Fill in for other hairstylists as needed. Previous experience and a valid California State Barber's License required. Must be available to work a varied schedule.

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Front Desk Clerk (Full Time*)

Greet, accommodate and facilitate guest check-in and checkout of spa facility by providing friendly, efficient and accurate service. Basic math and accounting skills, excellent telephone etiquette and interpersonal skills required. Computer literate and previous experience with property management system preferred. Some customer service and/or hotel experience preferred.

Male Spa Attendant (On Call)

Provide guest services as needed; handing out towels, robes, sandals, locker keys, refreshments and other amenities. Maintain the day-to-day cleaning of the Spa and locker areas, including removal of trash, soiled linens and recycles. Maintain clean linen supplies, guest amenities and product supplies for daily treatments. Ability to communicate clearly and professionally while paying attention to detail and cleanliness of the Spa. Must be self-motivated and possess good lifting skills. Must be available to work a flexible and varied schedule. Some previous hotel and/or housekeeping experience preferred. Will train in Spa Soft software.

Massage Therapists (On Call)

Deliver professional, therapeutic and rejuvenating massage therapies and body treatments to spa guests. Experience in multiple modalities preferred. National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification preferred. CPR and First Aid training preferred. Must be available to work a varied schedule including evenings and weekends. Interested candidates must submit a copy of their school transcript showing 500 hours massage training and a copy of a current permit from the Monterey County Sheriff's office.

TRANSPORTATION

Administrative Assistant (Part Time)

Provide administrative support and facilitate efficient departmental operations as assigned. Must be computer literate in Microsoft Word, Excel and Outlook. Ability to operate general office equipment, including fax, copier and personal computer. Must be able to type 55wpm. Ability to manage numerous on-going projects, work independently and interface equally well with co-workers, managers, guests and visitors. Must be detail oriented; accurate and capable of adhering to mandated deadlines. Must possess excellent interpersonal and telephone skills, as well as good written and verbal communication skills. High School diploma or equivalent required. Two or more years experience required.

Dispatcher (On Call)

Clear and concise speaking voice and manner critical to answer calls in the Communications department and act as dispatch for the Transportation department. Experience in communications and with a personal computer required. Must be able to understand, speak and write English. Ability to speak a second language helpful. Ability to type 40 wpm required. Ability to work swing shift (3pm to 11:30pm) and weekends also required.

Driver (Part Time & On Call)

Must be able to work in an accurate, organized and efficient manner. Good communication skills required with the ability to communicate clearly to staff, managers and guests. Ability to work a varied and flexible shift required. A valid Class B with passenger endorsement California driver's license required. Must provide a current DMV printout.

Resumes for current job opportunities may be faxed to 831-649-7618 or emailed to hr@pebblebeach.com. Pebble Beach Company requires post-offer drug testing.

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