

*Solutions To Your Hotels &  
Convention Staffing Needs.*

**CONNECT WITH US...**

Large and small enterprises turn to **ELEMENTS STAFFING** for superior project and staffing services tailored to their specific requirements and budget parameters. Companies like yours can benefit from our personalized approach and thorough understanding of the skills and experience needed to fill your hotel, convention & hospitality positions.

Start your talent search now and we Ensure Success. Or, learn more about **ELEMENTS STAFFING** and our Screening Process.

**INFORMATION FOR  
EMPLOYERS**

What's in a name? In our case... everything. At **ELEMENTS STAFFING**, our sole focus is the recruitment and placement of the most talented **permanent** or **contract / temporary** hotel, convention & hospitality professionals. Years of experience within our area of expertise enable us to deliver professional results. Fast.

Our business is people. Our clients know that we take the time to

understand their needs and those we care about ensuring their needs are met. We listen carefully so that we can match the skills, experience and profiles of our candidates with your exact requirements. We take care of all the details involved in the hiring process efficiently and effectively, leaving you with the best candidate. The individual that fits your role, your company.



**ELEMENTS STAFFING**

**ELEMENTS STAFFING Inc**

2449 Golf Road, Suite 8  
Philadelphia, PA 19131  
ph: 215-871-3611  
fax: 215-871-3605

**Website: [www.elementsstaffing.com](http://www.elementsstaffing.com)**



**ELEMENTS STAFFING**  
*Always at your  
service*

**HOTELS STAFFING**



**CONVENTION**



**HOSPITALITY**



# Welcome to ELEMENTS STAFFING!

**W**e specialize in all levels of direct-hire, temp-to-hire, and traditional temporary/contract placement. Providing exemplary service is our ultimate goal. We commit to our candidates that their time will be well spent by only interviewing for positions for which they're qualified. We take time in each interview to gain an in-depth understanding of what the candidate has done and would like to do in the future.

## INFORMATION FOR CANDIDATES

At ELEMENTS STAFFING, our sole focus is the recruitment and placement of the most talented hotels and professionals. Whether you are looking for a permanent career change or the flexibility and experience that can be gained from contract assignments, we can help.

We use sophisticated database convention to track and match candidates to opportunities. But convention can only go so far. We get to know you personally – your

experience and education, as well as your preferences and career goals.

By registering with us you will have confidential access to some of the best hotels positions available. Our experience in this specialized market enables us to provide guidance with respect to current market demands, the skills employers are seeking, salary levels and professional hotels employees.

Email your resume to:  
[Apply@Elementsstaffing.com](mailto:Apply@Elementsstaffing.com)

*ELEMENTS STAFFING  
sources the best consulting  
firms at the most competitive  
rates.*

Our recruiters offer candidates and client companies personal service, confidentiality and the most ethical, professional standards in the recruiting industry.

We do more than merely match candidates to job openings. We work closely with clients to determine the exact qualifications and skills needed in a prospect and we interview candidates extensively to ensure their experience and needs are appropriate

for the job and culture offered by our clients. Our recruiters stay actively involved through the client interview and follow-up.

Our objective is to launch long-term, successful relationships between the candidates we place and our clients. Our mission is to attract, hire and retain top talents. We constantly find ways to make the entire recruitment and staffing process more effective, efficient and rewarding. We stringently maintain a set of core values: integrity, quality, teamwork and speed.

The strength of our industry and functional expertise, coupled with our desire to provide premier customer service and personal attention, separates ELEMENTS STAFFING from other executive search firms. Every search is different and each client's needs are different.

**Call 215-871-3611**



ELEMENTS STAFFING

## **ELEMENTS STAFFING**

2449 Golf Road, Suite 12  
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Phone (215) 871-3611  
Fax: 215-871-3605

# Hotels Staffing

(Typical positions listed below. Your company may have other related positions that we can help fill.)

<p><b>Managerial Level</b></p> <p>Over 10 years Experience</p>	<p><b>Non Managerial Level</b></p> <p>5-10 year experience</p>	<p><b>Entry Level</b></p> <p>Less than 2 year experience</p>
<ul style="list-style-type: none"> <li>• Advertising Coordinator</li> <li>• Bell Captain</li> <li>• Director of Housekeeping</li> <li>• Director of Human Resources</li> <li>• Director of Maintenance</li> <li>• Director of Marketing</li> <li>• Executive Housekeeper</li> <li>• Food &amp; Beverage Director</li> <li>• Front Desk Manager</li> <li>• Front Desk Supervisor</li> <li>• Front Office Manager</li> <li>• Guest Services Director</li> <li>• Public Relations Director</li> <li>• Revenue Director</li> <li>• Sales Director</li> </ul>	<ul style="list-style-type: none"> <li>• Bell Person</li> <li>• Concierge</li> <li>• Marketing / Sales</li> <li>• Matre D</li> <li>• Doorperson</li> <li>• Pastry Chef</li> <li>• PBX Operator</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Bar Back</li> <li>• Bartender</li> <li>• Bell Person</li> <li>• Coat Check</li> <li>• Door Person</li> <li>• Front Desk Clerk</li> <li>• Host/Hostess</li> <li>• Housekeeper</li> <li>• Payroll Clerk</li> <li>• Receptionist</li> <li>• Reservation Clerk</li> <li>• Server Restaurant</li> <li>• Server/Banquet</li> </ul>

## Fill Those Permanent & Temporary Positions

If your business finds itself without a key executive who has left the company or is unable to work for a short period, a temporary executive can carry your business through trying times.

# Convention Positions

(Typical positions listed below. Your company may have other related positions that we can help fill.)

<b>Managerial Level</b> Over 10 years Experience	<b>Non Managerial Level</b> 5-10 year experience	<b>Entry Level</b> Less than 2 year experience
<ul style="list-style-type: none"><li>• Event Planning Executive</li><li>• Sales Executives</li><li>• Membership Event Manager</li><li>• Project Manager</li></ul>	<ul style="list-style-type: none"><li>• Event Planner</li><li>• Membership Coordinator</li><li>• Senior project Assistant</li><li>• Meeting Planner</li><li>• Help Desk Staff</li></ul>	<ul style="list-style-type: none"><li>• Conference Internship</li><li>• Meetings Staff</li><li>• Project Assistant</li><li>• Greeters</li><li>• Receptionist</li></ul>

## Fill Those Permanent & Temporary Positions

If your business finds itself without an Event Planner who has left the company or is unable to work for a short period, a temporary event planner can carry your business through trying times. To place a job order or resume, send information to address, fax, or e-mail below. You will be contacted to discuss your engagement and terms.

Elements Staffing, LLC  
2449 Golf Road, Suite 12, Philadelphia, PA 19131  
ph: 215-871-3611 fax: 215-871-3605

e-mail: [mails@elementsstaffing.com](mailto:mails@elementsstaffing.com)  
e-mail: [apply@elementsstaffing.com](mailto:apply@elementsstaffing.com)

# Hospitality Positions

(Typical positions listed below. Your company may have other related positions that we can help fill.)

<p style="text-align: center;"><b>Level 1</b></p> <p style="text-align: center;">Less than 2 years experience</p>	<p style="text-align: center;"><b>Level 2</b></p> <p style="text-align: center;">2 - 5 years experience</p>	<p style="text-align: center;"><b>Level 3</b></p> <p style="text-align: center;">Over 5 years experience</p>
<ul style="list-style-type: none"> <li>• Hospitality Manager</li> <li>• Lead Cook</li> <li>• Waiters</li> <li>• Cook</li> <li>• Trip Packer</li> <li>• Hospitality Staffer</li> <li>• Greeters</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality Manager</li> <li>• Lead Cook</li> <li>• Waiters</li> <li>• Cook</li> <li>• Trip Packer</li> <li>• Hospitality Staffer</li> <li>• Greeters</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality Manager</li> <li>• Lead Cook</li> <li>• Waiters</li> <li>• Cook</li> <li>• Trip Packer</li> <li>• Hospitality Staffer</li> <li>• Greeters</li> </ul>

## CONTACT

To place a job order or resume, send information to address, fax, or e-mail below. You will be contacted to discuss your engagement and terms.

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 2449 Golf Road, Suite 12, Philadelphia, PA 19131  
 Office: (215) 871-3611 Fax 215-871-3605  
 e-mail: [apply@elementsstaffing.com](mailto:apply@elementsstaffing.com)  
 Website: [www.elementsstaffing.com](http://www.elementsstaffing.com)

Your resume will be added to our database of executives. You will be contacted if we have a job posting that fits your background. If the job posting is one you are interested in, your resume will be submitted to the client. Interviews will be scheduled with those candidates the client chooses. Work usually begins within two weeks of the interview if you are selected.