



JOIN OUR TEAM

TROVE HOSPITALITY

(615) 237 8767 | www.trovehospitality.com | Nashville, TN | Austin, TX

Client Services Coordinator

April 5, 2022

Trove Hospitality is looking for Client Services Coordinators to join our team! We have a mission to take the stress out of planning vacations, and we love it when clients feel like they are stepping into a home away from home. Many of our clients come to Nashville and Austin for a celebration and we help to make their visits as special as possible. Moreover, they've seen setups on social media and have high expectations, so it's crucial that our setups always exceed and delight.

If you have a keen eye for detail and like to get creative, we'd love to hear from you. Ample training and resources will be provided, and there is lots of room for growth with TroVe!

Duties:

- Complete flawless decoration setups according to provided guidelines
- Manage time appropriately between at-home preparation and onsite assembly
- Shop for groceries and supplies according to client specifications, making appropriate substitutions where necessary
- Deliver groceries and supplies to clients' rental property and stock fridge, kitchen, and pantry in a visually appealing manner
- Deliver any other miscellaneous supplies to rental properties
- Take photos and videos of completed setups as needed for internal records and social media content library

Requirements:

- Attention to detail
- Ability to think creatively
- Ability to accept deliveries at home
- A reliable method of transportation
- Ability to schedule jobs 2-6 weeks in advance
- Proximity to the Nashville/Downtown Austin area
- Ability to lift and carry up to 40lbs
- Access to a computer (bonus: access to a printer!)

Specifics:

- This is a contract position and payment is sent for each job completed
- Most jobs take place Wednesday through Saturday between 10am and 4pm
- Each job is between 2 and 5 hours long
- 90% of jobs are within a 15-mile radius of downtown Nashville or downtown Austin

Growth potential:

Trove Hospitality is a growing small business with numerous local partnerships and rapidly increasing demand for our outstanding services. Candidates who show passion and drive will be considered for more permanent roles with the company, should they desire. Areas for growth currently include marketing, client relations, and business development.

How to apply:

Please send your resume to stephanie@trovehospitality.com along with a few sentences about why you're interested in the position and why you'd be a great fit for TroVe (and vice versa). Work samples showing decorations and/or other creative projects, as well as references, are not required by any means but may expedite the hiring process!

We can't wait to hear from you!

About TroVe Hospitality:

We are a female owned small business founded in Nashville in 2020. We strive to make visits to Nashville and Austin special and unique for each and every client with customized itineraries, decoration setups, grocery delivery and much more. We build relationships with other small businesses in Nashville to help provide truly exceptional experiences for our clients - if you can dream it, we can make it happen!