

Hospitality and Marketing Coordinator for an Employee Transportation Program

As the leader in corporate transportation, WeDriveU specializes in complete managed solutions that encompass program strategy, passenger engagement, technology innovation and intelligence/analytics. From Commute Alternative programs to Managed Solutions, WeDriveU improves corporate mobility by delivering sustainable, high-value transportation solutions.

WeDriveU is seeking a highly organized, energetic, outgoing and motivated **Hospitality & Marketing Coordinator** to engage customers and maximize commute satisfaction. You will be working part-time at one of our key clients' campus in Sunnyvale, a 10-minute bike ride from Caltrain. The client is one of Silicon Valley's largest fast-growing global tech companies. This is an outstanding opportunity for the right person to become involved in supporting and growing our client's commute program. You should have a strong interest in improving employees' commute through excellent communication and direct engagement with each customer. You will be able to develop relationships between the customers and the program and provide integrated, creative, and actionable solutions in keeping with the company's and client's culture and mission.

This is an entry level position and college students or recent college graduates are encouraged to apply.

Responsibilities

- Welcome and interact with customers to ensure complete satisfaction with their commute
- Participate in and plan marketing efforts to engage customers and promote commute services
- Coordinate with leadership to develop recommended changes to improve customer experience
- Coordinate with transit team to benefit commute services
- Respond to general transportation inquiries via email, phone and in person
- Provide direct one-on-one assistance to discuss commute options available to employees
- Assist in auditing quality of commute services from a customer perspective
- Additional responsibilities and tasks as needed

Basic Qualifications

- Bachelor's degree in business management, hospitality, marketing, planning or communications or equivalent degree and 0-2 years of relevant experience or some college courses completed in related fields and 1-3 years of relevant experience.

Preferred Qualifications

- Excellent relationship building, communication, organizational, and time management skills
- Proven ability to consistently and positively contribute in a high-paced, changing work environment
- Ability to effectively present information and respond to questions from managers, customers, vendors, and contractors
- Ability to work with multiple groups, including remote teams, and build strong personal networks across a complex, fast-moving organization
- Intermediate knowledge of MS Office (Outlook, Word, PowerPoint and Excel)
- Basic knowledge in graphics (Adobe package)

To apply, email your resume and cover letter to Brian Lamson (brianl@wedriveu.com).