



HOUSEKEEPING COORDINATOR

Amara Singapore

Date Posted: 28 February 2017 |

Apply By: 28 March 2017 |

Department: Housekeeping

Employment Type: Full-Time

Job Summary:

Responsible for communication within the department, liaise with other departments, all secretarial and clerical duties.

Responsibilities:

1. Check that all inter office memos are dispatched and collected.
 2. Attend to all phone calls, guests, internal and external – as such, a calm, efficient & courteous manner is essential as the environment will be busy.
 3. Operate correctly and efficiently on phones and computer.
 4. Constantly check on message books that messages received have been followed up by those concerned.
 5. Types report, memos, correspondence for Executive Housekeeper, Assistant Executive Housekeeper and Laundry Officer, whenever required.
 6. Maintain efficient filing system.
 7. Assist Assistant Executive Housekeeper to prepare weekly store requisition and follow them through to completion. To be familiar with the inter related departments.
 8. Must have knowledge how Front Office, Engineering, F&B and Personnel relate to Housekeeping as you will constantly communicate with them.
 9. Keep a smooth operation of Office updating, informing, checking all this throughout the day so that, ideally, nothing is outstanding at the end of the day.
 10. Take charge and operate Office without supervision for the respective day operations.
 11. Lost & found items brought down by the Room Attendants must be recorded and wrapped up properly and store them in the lost & found cabinets.
 12. If any emergency comes up, call Assistant Manager on duty, Assistant Executive Housekeeper or Executive Housekeeper.
 13. Prepare overtime reports for the Department.
 14. Assist in tracking the rostering system.
 15. All Room Attendants and supervisor master keys must be properly secured after use.
 16. To perform any other duties that may be called upon as designated by the Management.
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17. Month-end losing for all housekeeping – payroll attendance.
18. Daily submission of leave, sick leave, Public Holiday.
19. Petty Cash submission for Taxi, medical, etc.
20. Weekly keying roster and send for submission.
21. Liaise with Room Attendant whenever guest requests.

Others

1. Ad hoc projects as assigned by Assistant Executive Housekeeper/ Executive Housekeeper.

JOB REQUIREMENTS:

1. Support and uphold the company mission and core values.
2. Demonstrate and be perceived as a role model.
3. Maintain higher standard of professionalism, ethics, grooming and attitude towards staff and guests.
4. Perform tasks independently or with minimum supervision.
5. Demonstrate a good working relationship with other departments with a high level of communication and co-operation in the interests of service and overall improvement in the working conditions at the hotel.
6. Strong communication and interpersonal skills.
7. Pleasant personality.
8. Ability to solve problem.

QUALIFICATIONS & EXPERIENCE:

1. Minimum N level.
2. Minimum 1 year working experience in a similar position.
3. Prior experience in Hotels will be an added advantage.
4. Good communication and interpersonal skills.
5. Pleasant personality.
6. Strong team player, whilst still having the ability to work independently.
7. Ability to multi-task in a demanding environment.
8. Attention to detail.

Interested applicants may email their resume to career.sg@amarahotels.com