



Assistant Executive Housekeeper

Job Responsibilities:

- Conduct daily department briefings and preparation of daily room assignments.
- Execute inspection programme for all guest rooms to ensure proper maintenance and comply to standard
- Respond to guest requests and complaints promptly and professionally.
- Supervision of the Housekeeping team
- Maintain clear and efficient communication with the Front Office team and other internal stakeholders.
- Monitor and perform inventories check. Ensure sufficient supplies of guests' amenities, linen and uniform
- Assist the Executive Housekeeper to develop and implement preventive maintenance plans.
- Seek new methods, techniques, equipment and materials to improve the overall operation of the division.
- Conduct on-the-job training for new and existing Supervisors and Room Attendants.
- Assist the Executive Housekeeper in manpower deployment, welfare, staff grievances and disciplinary issues.
- Perform any other duties as assigned by management.

Requirements:

- Minimum 5 years of housekeeping supervisory experience.
- Possess knowledge of housekeeping functions in a hospitality environment.
- Meticulous and eye for details.
- Excellent communication and leadership skills

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

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