

Job Title: Assistant Housekeeping Manager

Responsibilities:

- Monitor and manage the services provider to perform quality Housekeeping Services
- Supervise the services provider to execute the daily operation, over-night cleaning service and other scheduled Housekeeping related support
- Coordinate and work with both internal or external parties to execute the daily operation properly
- Plan and maintain the best Housekeeping Services and make sure the facilities cleaning, event setup, pest control and landscaping operation to meet the expected standard
- Assist Housekeeping Manager to control the inventories, consumption and wastage of equipment, guest supplies and cleaning supplies
- Perform day-to-day building management and inspection services

Requirements:

- Diploma above or relevant discipline
- Minimum 3 years of practical Property or Hotel management experience in sizable organization or hospitality industry with Housekeeping experience will be an advantage
- Good time management, attention to details and strong problem solving skills
- Strong interpersonal skills; able to work with people at all level with professional manner and respect, with emphasis on client-centered service
- Extensive experience working in a team-oriented, collaborative environment; open-minded, adaptable, proactive and be a team player

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

Personal data collected will be used for recruitment-related purpose only.

AsiaWorld-Expo Management Limited is an equal opportunities employer.