

THE FULLERTON

HOTELS AND RESORTS

Culinary Administrator

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Access, analyse, distribute and record the daily flow of information to and from the Chef's office.
- Effectively manage and trace the diary of the Executive Chef.
- Complete administrative functions as detailed by the Executive Chef.
- Attend and participate in the daily Kitchen and F&B department briefings. Handle the daily flow of incoming and outgoing telephone calls and messages in a professional manner.
- Act as the hub of the Kitchen and F&B department, supplying and collecting information from the F&B managers and Sous Chefs, coordinating responses and performing a back-up role for the Executive Chef.
- Perform any other reasonable duties as required by the Executive Chef from time to time.
- Assist F&B managers and Sous Chefs with outgoing correspondences and ensure adherence to required standards.
- Ensure consistent compliance with the operating policies and procedures for the F&B and Kitchen departments.
- Maintain an effective and updated kitchen filing system.
- Ensure high standards of tidiness in the Chef's office.
- Maintain proper etiquette while interacting with customers at all times.

JOB REQUIREMENTS

- Completion of GCE O-Level examination; or minimum of three years' related experience and/or training; or equivalent combination of education and experience.
- Computer word processing and/or spreadsheet education/experience, specifically with Microsoft Word, Excel, PowerPoint and Access software.
- Strong skills in setting up and maintaining alpha, numerical and chronological filing systems.
- Experience in coordinating team members' work is required.
- Good interpersonal skills.
- Strong skills in telephone communications.
- Solid attention to detail, problem-solving skills, and the ability to prioritise, multi-task, and follow through with required actions.
- Accepts direction and works as a team player, with willingness to take the necessary initiative to get a job done.

To apply for the above position, please send your full resume to careers@fullertonhotels.com.