

# THE FULLERTON

HOTELS AND RESORTS

## Housekeeping Administrator

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

### JOB RESPONSIBILITIES

- Prepare all Housekeeping correspondence, reports, memos, procedures and purchase requests.
- Keep up to date Housekeeping files and maintain an effective and efficient filing system.
- Control office supplies and be responsible for the inventory of such.
- Record all Lost & Found items and safe keep the items in a systematic manner.
- Keep up-to-date and accurate records of all Housekeeping employees' annual leave, public holidays, medical leave and attendance records.
- Keep up-to-date and accurate records of leased labour's attendance and liaise with vendors for monthly payment.
- Raise purchase requests according to the stock level and ensure that stock is delivered on time.
- Communicate effectively with all levels of staff and, most importantly, with Hotel guests.
- Ensure that all messages are accurately taken and relayed correctly and promptly.
- Promote a friendly and conducive working relationship within the department and with other departments.
- Liaise with vendors on appointments for the Executive Housekeeper whenever necessary.
- Prepare reports and presentations for the Executive Housekeeper.
- Have a good knowledge of Housekeeping operations and the Hotel's facilities and activities.
- Comply with Hotel rules, regulations, policies, procedures and grooming standards.
- Take minutes of Housekeeping meetings and any other meetings as assigned.
- Collect, dispatch and sort mail daily, and distribute accordingly.

### JOB REQUIREMENTS

- Completion of GCE N or O-Level; or six months' related experience and/or training; or equivalent combination of education and experience.
- Administrative experience is preferred.
- Proficiency in Microsoft Office.
- Knowledge of administrative and clerical procedures.
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to detail and strong problem-solving skills.
- Proficiency in spelling, punctuation, grammar and other English language skills.
- Proven experience in producing correspondence and documents.
- Excellent written and verbal communication skills.

To apply for the above position, please send your full resume to [careers@fullertonhotels.com](mailto:careers@fullertonhotels.com).