



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to support the Housekeeping Department.

Executive Housekeeping Assistant

The incumbent will be responsible for the following Housekeeping Duties:

- Maintain high standards of cleanliness, hygiene and upkeep of the Club premises and guest rooms
- Assist Executive Housekeeper in daily housekeeping operations including training and developing the team
- Review and implement SOPs
- Inventory Control and Planning
- Perform administrative duties
- Schedule and conduct communications meeting with the team to discuss departmental issues
- Able to plan, direct and manage housekeeping/uniform department, landscaping and external contractors.
- Organise and advise decorations as required during festive season
- Responsible for daily supervision of staffs' and outsourced contractors' performance, and negotiation for yearly renewal pertaining to the department
- To impose penalty (liquidated damages) to outsourced contractors for shortfall of service
- Assist Executive Housekeeper in controlling the department annual budget, inventories and wastage
- Assist Executive Housekeeper to evaluate staff performance and provide recommendations for transfers and promotions

Qualifications:

- Diploma or relevant Hospitality Management qualifications
- Minimum 5 years of relevant experience in Hospitality Industry
- Good interpersonal skills and motivated
- Good verbal and written communication skills in English
- Willing to work shifts

If you are looking for a challenging and rewarding career, we invite you to write in-confidence with details of your career history and contact details to:

HSKPreruit@tanglin-club.org.sg