



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

## **Housekeeping Attendant**

**Your Job Responsibilities include, but are not limited to:**

- Maintain and ensure the cleanliness of work areas.
- Offer all possible assistance to Members and guests.
- Report to the Housekeeper on any maintenance required in service areas, corridors, guest rooms, etc.
- Communicate effectively within the Housekeeping Department.
- Report any loss or damage of any furniture linen, fixtures, or equipment to the Housekeeper.
- Ensure that the highest level of service and communication is maintained.
- Adhere to Club safety and security policies and procedures, and report any safety hazards, accidents, or injuries, etc.
- Assist with porter service whenever required.

**Required Qualifications & Experience:**

- Mature workers are welcome to apply.
- Able to understand simple English and follow verbal instructions.
- Able to work rotating shifts, on weekends and public holidays.
- Respectful team player who works cordially with peers and others.
- Self-driven to manage tasks assigned.
- Work well in a fast-paced environment.

**Benefits:**

- 5 days' work week
- Meal allowance
- AWS, Performance Bonus, Retention Bonus, CNY Ang Pow (Terms & Conditions apply).
- Uniform provided
- Training and career progression opportunities

**Interested applicants, kindly walk in for an interview at the address below on weekdays during office hours (avoiding lunchtime):**

Human Resource Department

Tanglin Club

5 Stevens Road

Singapore 257814

Tel: 6622 0544

**Alternatively, please submit your resume with your notice period and expected salary to:**

**[tcrecruit@tanglin-club.org.sg](mailto:tcrecruit@tanglin-club.org.sg)**

**Employability Partner: NTUC's e2i (Employment and Employability Institute)**