

JOB OPPORTUNITY

HOUSEKEEPING COORDINATOR

RESPONSIBILITIES:

- Main point of contact between the Housekeeping Department and other departments in the hotel.
- Coordinate the day-to-day activities for the Housekeeping Department and working closely with the Room Attendants, House Persons and Housekeeping Manager and Assistant Housekeeping Managers.
- Coordinate the daily opening and or closing of the department and assignments of daily room cleaning schedules for the team.
- Manage the Lost & Found.
- Other duties as assigned by Housekeeping Manager & Assistant Housekeeping Managers.

QUALIFICATIONS:

- Minimum of two years' experience in customer service required.
- Must be able to communicate with excellent English verbal and written communication skills.
- Flexible schedule, able to work early mornings and late evenings when required.
- Proven administration skills and organizational skills.
- Proven multitasking abilities and ability to work in a fast-paced environment under pressure.
- Must possess good computer skills – fluent in Microsoft programs.
- Previous LightSpeed experience an asset.
- Proven ability in decision making and problem solving.
- Must be a team player.
- Must be able to push/pull up to 100 lbs. and lift/carry up to 20 lbs.
- Certificate or Diploma in Hotel and Restaurant Management or the equivalent is an asset.
- Previous experience in Housekeeping is preferred but not required.
- Previous supervisory experience is preferred but not required.

APPLY: Please email your cover letter and resume to Human Resources at resumes@wallcentre.com. All internal candidates should submit an internal application form (signed by your department head).