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管家部公共區域 – 主任

工作內容:

- ❖ 負責檢查酒店的公共區域整潔程度及跟進清潔服務員的工作進度，例如大堂，走廊，電梯，牆壁，洗手間，清潔傢俬，燈具，擺設，地毯等
- ❖ 負責處理清潔服務員的日常工作分派和安排

職位要求:

- ❖ 具2年以上於4至5星級酒店相關的清潔雜務主任工作經驗
- ❖ 良好的廣東話, 普通話及英文的語言能力
- ❖ 需輪班工作

查詢熱線: 8118 6293

歡迎發送個人履歷至 sclcareer@sands.com.mo

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管家部公共區域 – 協調專員

工作內容:

- ❖ 為管家部公共區域部門處理及按時完成調度工作
- ❖ 為各部門之來電提供諮詢，包括及時接聽及處理內部服務申請、收發及回覆電郵
- ❖ 處理及跟進部門的文書工作

職位要求:

- ❖ 熟悉電腦操作及文書處理
- ❖ 操良好廣東話和普通話，及具基本英語溝通能力

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Housekeeping Public Area - Head

Job Descriptions:

- ❖ Monitor the standard of cleanliness in all public areas including C&E, F&B outlets, Entertainment venues, Casino, Paiza, Mall, Hotel command areas, Heart Of House areas, and other command areas
- ❖ To manage the day-to-day operation of the Internal Maintenance department teams, providing supervision, direction and leadership to PA Team Members on all shifts and to monitor efficient and optimum levels of service standards
- ❖ Monitor and control inventories, consumption and wastage of equipment, operating supplies, cleaning supplies
- ❖ Monitor and from time to time directly conduct training sessions with other team members

Position Requirements:

- ❖ 3 – 4 years of work experience in supervising Housekeeping operations
- ❖ Good command of English, Mandarin and Cantonese
- ❖ Knowledge of Opera, PMS and housekeeping software
- ❖ Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)

Hotline: 8118 6293

If you are interested, please send your CV to sclcareer@sands.com.mo