

連續兩年獲「傑出僱主」認證
因您而用心 全方位福利 多元化發展
A TOP EMPLOYER CERTIFIED FOR TWO CONSECUTIVE YEARS



Housekeeping – Executive Housekeeper

Job Description:

- ❖ Manage the day-to-day operation of the Housekeeping Department by providing supervision, direction and leadership to team members
- ❖ Manage and mentor the team to achieve guest satisfaction, quality assurance and Forbes Standards
- ❖ Identify, review and facilitate continuous training programs for team members on new operational techniques to enhance team performance and guest satisfaction
- ❖ Implement effective preventative maintenance program to ensure upkeep of all Guest Rooms, Public Areas, Heart of House and Operating Equipment
- ❖ Monitor housekeeping procedures that provide for the health and safety of guests, such as lost and found, key control, fire, safety and environmental procedures

Position Requirements:

- ❖ Bachelor Degree in Business Administration/ Hospitality and Tourism Management/ related disciplines is preferred
- ❖ At least 6 years of related work experience; 3 years of managerial experience is required
- ❖ Strong communication skills and Fluent in English, Mandarin and Cantonese
- ❖ Familiarity with hotel operating systems and proficient in Microsoft Office application

Hotline: 8118 6293

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



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Housekeeping - Head

Job Descriptions:

- ❖ Assist in day-to-day Housekeeping operations which includes guest rooms, specified back of the house areas, linen and laundry for guest rooms, team members' training and development
- ❖ Supervise and conduct daily inspection of guest rooms, FOH and BOH
- ❖ To ensure accurate record of inventories keeping throughout the department
- ❖ Assist in on-the-job training and standards/service delivery to ensure guests' expectations are met in turn having a positive impact on guest satisfaction surveys

Position Requirements:

- ❖ 2 – 3 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)

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管家部 – 主任/主任培訓生

工作內容:

- ❖ 監督酒店客房檢查工作，確保清潔衛生持續維持高標準
- ❖ 保持清潔用品及營運物資的充足庫存，並妥善記錄
- ❖ 檢查並維護布草質量，確保符合標準
- ❖ 預判客人需求，及時回應並尊重每一位客人，建立良好的客戶關係，確保客人時刻滿意

職位要求:

- ❖ 具1-2年相關工作經驗獲優先考慮
- ❖ 操良好廣東話、普通話及英語

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管家部 – 調度員

工作內容:

- ❖ 為各部門之來電提供諮詢及分派調度服務
- ❖ 包括接聽及處理內部服務申請、收發及回覆電郵

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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