

# CAMBRIDGE SUITES HOTEL

## sydney

**Available Position:** Executive Housekeeping Manager, Full Time

Cambridge Suites Hotel, Sydney, is currently seeking a Housekeeping Manager who can ensure efficient operation of all aspects of the Housekeeping department.

This role requires an organized, professional and proactive person who has the proven ability to plan, direct, control and evaluate the operations of the housekeeping department, including rooms, laundry and utility of all public areas. Commitment to Health & Safety standards, including emergency response procedures are a must as well as ensuring hotel standards are consistently met.

**Qualifications/Experience:**

- Proven experience and leadership skills in a hospitality management/supervisory role.
- Must be positive, high energy and possess the ability to direct and foster a team spirit of 20+ staff; training and monitoring staff performance along with scheduling and taking an active part with recruitment needs.
- Must possess exceptional communication skills and be able to follow up effectively with internal and external customers' complaints or concerns.
- Being detail oriented and having a keen eye is an absolute must!
- Certified Hospitality certificate or degree in Hospitality would be considered assets; equivalent experience would be considered.
- Ability to negotiate arrangements with suppliers and have experience with maintaining budgets, expenses, HR related documents and payroll time & attendance systems.
- Must be flexible to work 40+ hours/week, including weekends and/or holidays.
- Excellent command in English both verbally and written.
- Experience with industrial relations would be considered an asset.

If you feel you have the qualifications and experience to join our busy and professional team, then we'd love to hear from you! Apply today with your Resume and Covering Letter outlining how you meet our requirements. While we thank all applicants for their application, only those considered for an interview will be contacted.