



### **Housekeeping Scheduler/Operations Assistant**

#### **JOB DESCRIPTION:**

Provide administrative and operational support to the Director of Facilities. The focus of this position is working with and through others, building and maintaining relationships, and working closely and accurately within established guidelines. You need to be an effective communicator, someone who is able to stimulate and motivate others while being aware of and responsive to their needs and concerns. Detail work is also a major focus of the job, and those details need to be handled quickly, correctly and efficiently.

#### **RESPONSIBILITIES INCLUDE:**

- Scheduling all work associated with Housekeeping.
- Record information from Housekeepers on a daily basis
- Keep detailed records including written reports and photo documentation of services.
- Assist in management of damage reports and files
- Maintain lost and found items – contact guests, facilitate returns of items when required
- Control par stock of Housekeeping supplies
- Assist Director of Facilities on special projects and additional work when required.

#### **REQUIREMENTS:**

- Exceptional attention to detail and organizational skills are a must
- Must be able to speak, read and write English fluently
- Ability to multitask, time manage, work independently, and adapt to stressful situations
- Ability to prioritize, foresee and plan ahead in order to fulfill work deadlines
- Strong knowledge of Microsoft Office, Excel, Outlook and Word
- Minimum 3 years experience in a related field

Please email your cover letters and resumes to [jlo@hscr.com](mailto:jlo@hscr.com)

We value the interest of all applicants, however, only those selected for an interview will be contacted. No phone calls please.