



THE FULLERTON HOTEL  
SINGAPORE



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### **Housekeeping Coordinator**

- To receive and record all telephone calls from guests, various departments and do the necessary follow up to complete request.
- To keep accurate records for laundry.
- To keep Laundry Supervisor informed of any special instructions from the guest pertaining to their Laundry.
- To give correct information and to co-ordinate with the Valet Runners, Housekeeping Supervisors and to Housekeeping Attendants.
- To keep Director of Housekeeping, Housekeeping Manager and all relevant housekeeping personnel informed of updates in guest information from Front Office for the execution of the daily operations.
- To report any maintenance of guestrooms, corridors or service areas.
- To report any loss or damage of any furniture linen, fixtures or equipment to the Floor Supervisor.

### **Requirements :**

- Preferably with admin experience
- Proficiency in MS Office
- Excellent written and verbal communication skills.
- Able to understand, speak and write simple English
- Applicants must be willing to work shift duties including weekends and public holidays.
- With or without experience are welcomed to apply

To apply for the above positions, please send your full resume to [careers@fullertonhotel.com](mailto:careers@fullertonhotel.com).