

Housekeeper Executive

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Company: Private company

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Housekeeping Executive - House Manager

Female only - Lebanese

- Manage the House and supervision of household staff
- Training the staff and to ensure they are following the house rules
- Maintaining house hold inventory including art work, furniture, crockery, glasses and cutlery
- Contacting contractors, negotiating and scheduling all maintenance
- Making a restaurant reservation and coordinate with the office staff about their flight bookings
- Record keeping of the bills, filling important emails, documents
- Assisting with family function/parties in the house
- Conducts daily Furniture, Fixture and Equipment inspection to ensure all items are properly functioning and maintained in accordance to standards, to include carpet, walls, light bulbs, windows and overall general cleanliness.
- Communicates and coordinates with housekeeping and maintenance to ensure the house is well kept on a consistent basis.
- Monitors and maintains cleanliness, sanitation and organization of the house.
- Checks storage area for proper supplies, organization and cleanliness.

- Ordering/replenishing of supplies as required.
- Administrative works as required from time to time.
- Respond to special requests, errands, and related duties as needed

Requirements

To be considered for the role, you need to meet the following criteria:

- Minimum 3 years of related experience working as Admin Manager or with an extensive hotel (housekeeping executive) background, or House/villa management Can you experience
- Fluent English Speaker.
- Highly Organised, Energetic and dependable.
- Ability to work under pressure to tight deadlines.
- Ability to prioritise multiple markets and activities.
- Willing to work outside normal working hours, as and when required.
- . Aware of Palace protocols and procedures

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