

HOUSEKEEPING COORDINATOR

The Housekeeping Coordinator role requires the management and organising of the daily operations of our very busy Housekeeping Office. As a Housekeeping Coordinator you will be responsible for all administrative duties and all communication in and out of the Housekeeping Office. You will play a critical role in the smooth operation of the department, acting as primary liaison between the Housekeeping team, other departments within the hotel and also our Guests.

Scope and Purpose

Our Housekeeping Coordinators are in control of answering telephone calls and handling all requests accordingly, co-ordinating with Guests and also other departments to solve any operational matters. Furthermore, the Housekeeping Coordinators are responsible for handling all Lost & Found items, arranging baby sitters and spot-checking rooms. This role is essential in ensuring the efficient and smooth running of the Housekeeping Department, guaranteeing that the service level is maintained to the highest possible standard.

Entry Requirements

We are looking for individuals that understand what it takes to be the best and preferably with proven success in a similar environment. If you are a team player, keen to learn with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- Previous experience within a 4/5 star property in a similar role
- Fluent in written & spoken English
- Excellent attention to detail
- Strong communication skills
- Ability to work under pressure
- Pride and attention to detail in your work
- The finest personal presentation
- Distinctive, professional and warm personality

Benefits

- 28 paid holidays per annum inclusive of bank/public holidays
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Complimentary meals on duty
- Professional learning and development programs



CORINTHIA
HOTEL
LONDON

- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Season ticket loan

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 294 beautifully appointed bedrooms, including 7 penthouses and 42 suites, with 24-hour flexible check-in/check-out, elegant restaurants and bars and the largest, most breathtaking spa in London.

London's most exciting luxury 5* hotel opened its doors in spring 2011 and offers exceptional opportunities for individuals who are professional craftspeople in their chosen career and we are seeking this pivotal role within our expanding Banqueting team.

Providing individual service with precision and empathy for our guests you will be the heart and soul of this iconic 21st Century Grand Hotel. Our culture is strong, vibrant and distinctive. Our talent development opportunities are excellent and ongoing as our company and brand evolves.

Eligibility

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.

To be considered for the Housekeeping Coordinator role please click 'apply' to be directed to our website to complete the online questionnaire. This will take approximately 10 minutes and ensure your details are fully registered with Corinthia Hotel London Recruitment Team.