

ENGINEERING ADMINISTRATOR (PART-TIME)

This stylish luxury hotel, Corinthia Hotel St. George's Bay, is *seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.*

Reporting directly to the Chief Engineer, this position requires an individual with previous work experience as an administrator.

The candidate will be responsible for:

- The upkeeping and processing of data spread sheets for the engineering department
- Taking care of purchase order management
- Liaising and coordinating all hotel capex forms between the hotel and head office
- Maintaining the department's rosters, timesheets, allowances and leave balances
- Conducting monthly stock take of engineering stores
- Generating monthly reports as required for the finance department and head office
- The upkeeping and processing of other administrative tasks as required

The ideal candidate will:

- Have previous experience in an administrative position
- Be computer literate and must be conversant with MS office applications especially Excel spreadsheets
- Have good command of the English language, both spoken and written
- Be proactive and take initiative
- Be logical, accurate and able to multi-task
- Be well-organized and possess good time management skills
- Be self-motivated, able to work under pressure and adhere to deadlines
- Be able to work under minimal supervision
- Be proactive and take initiative
- Demonstrate a flexible attitude towards working patterns

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: vacancies.stgeorges@corinthia.com