

TECHNICAL COORDINATOR

We are currently seeking a Technical Coordinator to join our team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vysehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

The Corinthia Hotel Prague is looking for a candidate for the position of a Technical Coordinator. The primary responsibility for this position is coordinate the engineering/maintenance operations of the hotel. To ensure the safety and comfort of hotel guests and employees in compliance with all Brand governmental regulatory requirements. Supervise contractors in preventive, regular maintenance, projects and general repairs to all areas of the hotel.

Responsibilities

- Process routine correspondence; proofread and/or finalize letters, reports or other documents for approval and/or signature
- Prepare specific written report sections and associated drawings and attachments
- Draft, track and maintain project change orders in cooperation with Technical Director
- Administrational work for inventories, keep a constant check on stock levels and placing stock requisitions
- Assist Technical Director in preparation of various reports and presentations
- Ensure compliance of corporate guidelines in technical administrative assistant functions
- Raise purchase orders for CAPEX and OPEX projects, in cooperation with Technical Director
- Communicate with suppliers, conduct research for new products and suppliers if necessary to ascertain the best in terms of best value
- Assists with additional projects when required
- This position requires time flexibility with ability to work at evenings, weekends (not frequently but according to client requirements).

Other skills that will need to be demonstrated include:

- Have Experience in facility/ maintenance environment is an advantage
- Hotel experience is an advantage
- Fluent in written & spoken English and Czech
- Ability to work independently, pro-actively and provide alternative solutions to problems
- Results driven and passionate about his work
- Organization and communication skills
- Time flexibility

Benefits

- 5 weeks of holiday after 1 year of employment and 1 extra day off on your birthday
- Meals on duty
- Discounted Beauty Salon, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Complimentary dry cleaning of business attire/uniform
- Professional learning and development programs (Language courses)
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Multisport card
- Free use of Panorama Hotel's Spa – Top Deck Spa
- Annual Travel Card

To be considered for the Technical Coordinator role please click 'apply' to be directed to our website to complete the online questionnaire.

APPLY