



1. JOB TITLE: Materials Storekeeper

Job Description

We are currently seeking for passionate and dynamic Engineering professionals who pride themselves on their ability to deliver extraordinary levels of customer service and provide creative solutions to our guests.

As a Materials Storekeeper you are responsible to manage, receive, issue Food, Beverage & general store items into the store & effectively control & manage the stock movements.

Your role will include key responsibilities which are:

- Ensure daily with the coordination of the Head Storekeeper, all system authorized storeroom requisitions for timely preparation and issuance of items
- Prepare all items requested as per the authorized system storeroom requisition, for timely pick up by the concerned department
- Ensure proper policy procedures are maintained for all stock items received and issued
- Ensure proper signatures are obtained for all storerooms requisition issues by the departmental authorized personnel and post in the system accordingly
- Ensure receiving according to the approved order and proper arrangements of all stock items
- Ensure to maintain cleanliness, orderliness and functional arrangements of storerooms, cold rooms, stocks and equipment
- Check and record Food & Beverage items expiry dates for follow up purposes

- Co-ordinate with the concerned Employee in storeroom inventories stock taking whenever conducted
- Operate in a safe and environmentally friendly way to protect guests' and employees' health and safety, as well as protect and conserve the environment
- Comply with the hotel environmental, health and safety policies and procedures.

Skills

Education, Qualifications & Experiences

You should ideally be having a high school or college qualification with previous experiences in a similar position within the hospitality industry. You must have a proven knowledge in the electrical equipments and a good command of English, whereby Computer skills will be an advantage.

Knowledge & Competencies

The ideal candidate will be self motivated with a hands-on and flexible approach and be able to adapt to unpredictable events. You are pro-active and reliable and will thrive working in a busy environment and stay calm under pressure, have attention to details and should possess following competencies:

Understanding the job

Teamwork

Teamwork

Taking Responsibility

Recognizing Differences

Adaptability

Customer Focus

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2. JOB TITLE: Chief Accountant

Job Description

We are currently seeking for passionate and dynamic Finance professionals who pride themselves on their ability to deliver extraordinary levels of customer service and provide creative solutions to our guests.

As a Chief Accountant you are responsible to assist maintaining a smooth operation within the Finance Department by preparing financial reports and conducting internal controls in compliance with all policies, whereby your role will include key responsibilities such as:

- Verify the General Cashier's report, Income journal voucher and review supplier invoices, as well as general ledger coding of expenses
- Verify supplier payments with supporting invoices, LPOs, etc. and expense reimbursement with supporting documents
- Review payroll reports with supporting documents at the month end
- Prepare general ledger reconciliation and follow up for the renewals of contracts expiring
- Prepare, post and update standard journal vouchers and adjustment journal voucher entries at the month end
- Review general ledger at month end and analyze expenses and major variations from the budget
- Ensure that all accounting reports and job deadlines for other employees are met

Skills

Education, Qualifications & Experiences

You should have a degree in hotel management or accounting and at least two years previous experiences within a hotel environment. Excellent verbal and written English communication skills and computer literacy is a must, while knowledge of Opera, Micros, FBM and SUN System an asset.

Knowledge & Competencies

The ideal candidate will be results oriented, self motivated and with a positive attitude. You have the ability to think laterally and with a pro-active approach and a strong drive for results. You portray a fair leadership style and be easy approachable for your employees, while possessing following additional competencies:

Understanding Hotel Operations

Teamwork

Planning for Business

Supervising People

Understanding Differences

Supervising Operations

Effective Communication

Adaptability

Customer Focus

Driving for Results

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