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Position Title - Department: Assistant Manager Housekeeping
Subsidiary Company: Dolmen Real Estate Management
Job Location: Dolmen City Clifton, Karachi

EDUCATIONAL & EXPERIENCE REQUIREMENTS

- Graduation from a recognized Institute
- 4 to 6 years in Housekeeping Operations
- Proficient in MS Office
- Exceptional Interpersonal & Problem-Solving Skills

JOB ROLE & RESPONSIBILITIES

- Responsible for maintaining quality standards and ensuring a clean, safe and healthy environment
- Identifying gaps in housekeeping operations and suggesting areas for improvement
- Leading a team of housekeeping for smooth and hassle-free operations
- Maintaining daily operational activities and resolving queries immediately
- Responsible for cross-departmental coordination ensuring efficient stakeholder management
- Dealing with suppliers for timely delivery of housekeeping materials/equipment

www.dolmengroup.com

Application Deadline: **December 05, 2023**

Interested Candidates can email their resume at "careers@dolmengroup.com"
mentioning the position applied for in the subject

