

Sunset Hospitality Group Recruitment @The Glass House

9 June 2025

JOB LISTING BOOKLET





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About e2i (Employment and Employability Institute)




e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Participating Companies

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#1 Sunset Hotels & Resorts (METT Singapore)


Sunset Hotels & Resorts encompasses a collection of related luxury 5-star lifestyle hotels and boutique hotels anchored by lifestyle at the core of the experience. These brands cater to today's wanderers seeking their perfect haven to unwind and get together.

METT is a collection of relaxed, refined and unique 5-star lifestyle hotels, resorts and residences found in some of the world's most extraordinary locations. Sophisticated yet casual and comfortable, the brand is for everyone looking for a place to start a conversation, release their inhibition, or simply create new memories.


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Assistant Director of Catering Sales 	<ul style="list-style-type: none"> • Minimum Diploma in Hotel Management and/or Sales & Marketing Management. • At least 5 years of a Managerial level in Hotel Groups and Catering Sales experience. • Strong negotiation skills to close deals and secure contracts. • Understanding of hotel business mix and sales strategies. • Ability to present ideas, expectations and information in a concise and well-organized manner. • Understanding and achievement of team and individual goals. • Effective time management skills. • Effective communication with clients, team members and other departments. • Demonstrated leadership skills. • Demonstrated customer development 	<p>The Assistant Director of Catering Sales is responsible for soliciting and managing group and catering opportunities. Achieve personal and team related revenue goals through revenue maximization of each opportunity. Ensure business is turned over properly and in a timely fashion for proper service delivery. Responsible for driving customer loyalty by delivering service excellence throughout each customer experience. Provide service to our customers in order to grow share of the account on behalf of the company.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Manage and lead Sales Centre & Catering team members by training team members and monitoring progress towards team goals. • Achieve individual assigned sales goal and shared responsibility for team members to achieve total sales budget. Stay current with latest trends and derive creative upsell initiatives. • Respond to incoming group and catering opportunities for the property and prompt follow up of quotations within 24 hours. • Identifies, qualify, solicit and close group/catering business to achieve personal and property revenue goals. • Collaborate closely with proactive sales team to ensure effective communication to meet customer expectations. • Conduct site inspections of hotel facilities with clients, engage and demonstrate active listening skills and use negotiating skills with creative selling to close on business and negotiate contracts. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and relationship management skills.</p> <ul style="list-style-type: none"> • Able to start work within short notice period. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Assistant Director of Catering Sales may require long working hours and occasionally covering different shifts. 	<ul style="list-style-type: none"> • Conduct telemarketing calls to solicit for leads and generate new enquiries for the hotel. • Understand the properties primary target customer and service expectations; serve the customer by understanding the customer's business needs and recommend appropriate business solutions, while building relationships and loyalty to the property and the brand. • Sales Administration. Ensure prompt attention and follow up on incoming phone calls, site inspections, proposal / inquiries. Accuracy in booking space using hotel system. Follow through on commitments to customer on all sales/operational documents and adhering to the standards set by the department in execution and handover of all the said documents. • Ensure accurate contract/offer before sending it to the customer. Gains commitment of customer through signed contract/offer. Once signed contract/offer is received, completes accurate, detailed turnover documentation for Event Management. • Explore all avenues to sell hotel through alternative dates and/or rates. • To be a team player motivating peers and subordinates in support of department goals, in sales and operations. Maintain professional interdepartmental relations and participate in hotel team building activities. • Abide by SUNSET Hospitality Group ethical business practices and adhere to hotel's grooming standards, ownership, accountability and responsibility. • Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing department. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicate professionally with subordinates while keeping a productive working environment. • Coordinates with different departments to guarantee effective communication. 	


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		<ul style="list-style-type: none"> Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	
Assistant Guest Services Manager 	<ul style="list-style-type: none"> Bachelor's Degree or Diploma in Hospitality Management or equivalent. Minimum 3 years of relevant experience in a similar capacity. Previous experience in a similar leadership role is an asset. A service-focused personality is essential. Prior experience working with Opera or a related system. Strong interpersonal and problem-solving abilities and the ability to lead by example. Energetic, proactive, self-driven, highly motivated and has excellent interpersonal and communication skills. Positive and enthusiastic attitude with a can-do spirit. Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drive for achievements. Flexibility to work various shifts, including weekends and holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Guest Services Manager (Duty Manager) may require long working hours. 	<p>Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues.</p> <p>Principal Accountabilities:</p> <p>Leading Guest Services Teams</p> <ul style="list-style-type: none"> Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example. Encourages and builds mutual trust, respect, and cooperation among team members. Serves as a role model to demonstrate appropriate behaviours. Supervises and manages employees. Manages all day-to-day operations. Understands employee positions well enough to perform duties in employees' absence. Celebrates successes and publicly recognizes the contributions of team members. <p>Maintaining Guest Services and Front Desk Goals</p> <ul style="list-style-type: none"> Develops specific goals and plans to prioritize, organize, and accomplish your work. Handles complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. Maintains a strong working relationship with all departments to support property operations and goals and to expedite the resolution of any problems that may arise through the general operation of the property. Intervenes in any guest/employee situation as needed to insure the integrity of the property is maintained, guest satisfaction is achieved, and employee well being is preserved. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


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		<ul style="list-style-type: none"> Ensures that regular on-going communication is happening with employees to create awareness of business objectives and communicate expectations, recognizes performance, and produces desired results. <p>Ensuring Exceptional Customer Service</p> <ul style="list-style-type: none"> Provides services that are above and beyond for customer satisfaction and retention. Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed. Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis. Serves as a leader in displaying outstanding hospitality skills. Sets a positive example for guest relations. Responds to and handles guest problems and complaints. Empowers employees to provide excellent customer service. Observes service behaviours of employees and provides feedback to individuals. Strives to improve service performance. Ensures employees understand customer service expectations and parameters. Participates in the development and implementation of corrective action plans to improve guest satisfaction. <p>Additional Responsibilities</p> <ul style="list-style-type: none"> Analyses information and evaluating results to choose the best solution and solve problems. Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner. Maintains high visibility in public areas during peak times. Understands and can implement all emergency plans including accident, death, elevator, thefts, vicious crimes, bombs, fire, etc. Performs Front Desk duties in high demand times. 	


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		Communication & Working Relationships: <ul style="list-style-type: none"> Interacts with different departments. 	
Assistant Restaurant Manager 	<ul style="list-style-type: none"> BA degree in Hospitality from a reputable university. Minimum 3-4 years of experience in a similar position in the field of hospitality. Excellent communication skills. Good interpersonal skills. Fluent in English. Good computer skills. Excellent management skills. With sense of urgency and discipline. Highly cooperative team spirit. Problem-solving skills. Very good market knowledge. Professionalism. Detail oriented. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Restaurant Manager may require: While performing the duties of this job, the employee is required to stand for long periods of time. 	<p>The Assistant Manager give support for leading and managing the service operations teams in all aspects and ensure service standards are followed and ensure the delivery of the brand experience to guests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Manage and oversee the service staff and provide training. Manage to ensure that restaurant set up at the corrective time before each service. Manage to ensure the restaurant areas are clean and well maintained at all times. Set, monitor and maintain standards of the brand ensuring correct procedures and systems are followed by everybody at all times. Provide a courteous, professional, efficient and flexible service at all times. Respond professionally to all guest requests, comments and concerns in a timely manner and report issues to the manager in charge. Monitor, coach and assign tasks to staff and offer support as required. Build and maintain a strong and collaborative working relationship with front-of-house team to ensure guest satisfaction. Ensure team is stocked with necessary supplies to perform duties. Daily inspect all equipment including chairs, tables, and other items required to maintain for guest service. Keep daily inventory and manage stock levels, ordering as required to ensure guest needs are met. Advise Engineering team of any upcoming events, maintenance requirements or damaged property. Attend Operations Meetings whenever possible to stay informed. Create and maintain a team which is highly adaptive and versatile. Work closely and communicate with all the other departments when required. Set, monitor and maintain standards of the brand ensuring correct procedures and 	44 hours per week 11 Canning Walk, (S) 178881

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		<p>systems are followed by everybody at all times.</p> <ul style="list-style-type: none"> • Ensure prompt and courteous service to guests, and to ensure that all guest experiences are distinctively supreme. • Monitor and evaluate team member performance. • Coach and counsel team members and use appropriate disciplinary steps when needed. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Works closely with subordinates to ensure information transmission at all times. • Manages direct reports and operational issues on a daily basis. 	
Banquet Operations Executive 	<ul style="list-style-type: none"> • Good service and interpersonal skills. • Good presentation and communication skills (Written and Spoken English). • Proficient in Microsoft Office applications. • Good problem-solving skills. • At least 1 year experience in a similar capacity. • Minimum qualification of Higher Nitec/ Diploma in any discipline. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Banquet Operations Executive may require long working hours. 	<p>Based at METT Hotel, Singapore within the Banquet and Events Operations in Singapore, the Banquet Operations Executive is responsible in supporting event planning by handling inquiries, qualifying leads, preparing proposals, managing correspondence, checking availability, conducting site inspections, assisting with forecasts and coordinating banquet event orders. The Events Executive / Assistant Manager reports to the Director of Banquet / Banquet Operations Manager.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assist with enquiry calls for prospect weddings/ corporate events. • Qualifies leads received for prospect weddings and corporate events and obtain the necessary information to formulate a proposal. • Handles telephone calls and accurately take messages, new enquiries, check availability for both function and guest rooms. • Ensures all incoming calls and email correspondences are forwarded to the respective Events team members upon receipt and assist with email proposal responses within 24 hours. • Check function and guestroom availability for site inspections. • Conduct site inspections in the absence of Event Managers. • Assists in preparation of events forecast to be communicated to relevant departments. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


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		<ul style="list-style-type: none"> Assist in the preparation and distribution of Banquet Event Orders for upcoming events. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
Bar Manager 	<ul style="list-style-type: none"> Degree in Hospitality. Minimum 5 years of experience in similar position in a high-volume, fine dining concept. Has working knowledge of all aspects of beverage operations. Excellent communication skills. Excellent interpersonal and organizational skills. Excellent management skills. Strong planning and budgetary skills. Highly cooperative team spirit. <p>Physical Requirements of the job - The job of the Bar Manager may require:</p> <ul style="list-style-type: none"> Long working hours, working during holidays, and covering different shifts. To stand for long periods of time. 	<p>The Bar Manager oversees an efficient operation of the beverage services offered at Mett Hotel. Plan and organize how beverage systems will be set up, direct and supervise employees working with beverages, and evaluate the overall effectiveness of the system.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Create, inspire, and conceptualize the beverage menus in alignment with the overall direction by the brand and ensure that menus are up to date. Manages day-to-day beverage operation, ensures the quality, standards and meets the expectations of the customer on a daily basis. Oversee the cost of inventory and supplies and submit reports on a periodic basis. Prepare a report bar glasses & equipment and track record of the items accordingly. Forecast and keep track of which drinks are most in demand and establish creative techniques and motivate bar team to increase the sales revenue of the bar. Ensure the highest possible standards of customer service are provided and listens and responds to customer and employee concerns and questions. Empowers employees to provide excellent customer service. Ensure that all beverage products served meet the established specifications and standards. Review cost increases communicate with supplier to review charges and apply strategies to lower costs when possible. Manage the staff through coaching and training, in order to improve performance and to achieve the department's objectives and targets. Ensure implementation of area sanitation standards. Ensure that all beverage equipment is operated safely and with reasonable care, reporting mechanical problems for repair. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

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		<ul style="list-style-type: none"> Observes compliance with Sunset Hospitality Group policies and procedures, as well as, governmental laws and regulations. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Works closely with subordinates to ensure information transmission at all times. Coordinates with different departments to guarantee effective communication. Manages direct reports and operational issues on a daily basis. 	
Bar Supervisor/ Senior Supervisor 	<ul style="list-style-type: none"> At least high school diploma. Minimum 3 years of experience in similar position in a high-volume, fine dining concept. Fluent in English. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. Problem solving. Highly cooperative team spirit. Time management skills. Leadership capabilities. Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job - The job of the Bar Supervisor may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift. 	<p>The Bar Supervisor works closely with Bar Manager to coach and train all bartenders, and serving all beverages with friendly, individualized attention towards each customer and as per the recipes.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Provides assistance to the Bar Manager in coaching and training of bartenders in order to improve performance and sustain consistency of the recipes. Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards. Deliver excellent customer service, at all times. Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. Maintains the highest quality, consistent beverage standards. Follows as the brand beverages recipes and procedures. Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. Follows health, safety, and sanitation guidelines for all products. Handles all working material and equipment correctly and keeps it well cleaned. Handles guest problems and complaints in the absence of Bar Manager. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


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		<ul style="list-style-type: none"> Attend all regular departmental briefings and contribute to an open communication within the assigned team. Recommend new beverages to Bar Manager. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Works closely with Bar Managers and supervisors to ensure the delivery of information. Coordinates with different departments in the restaurant to guarantee effective communication and to ensure information transmission at all times. Interacts with customers to follow-up on their satisfaction, requests, and complaints. 	
Barista 	<ul style="list-style-type: none"> At least high school diploma. Minimum 1-2 years of experience in similar position in fine dining concept. Good in English. Good knowledge on coffee and regions of the different types. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. Highly cooperative team spirit. Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job - The job of Barista may require:</p> <ul style="list-style-type: none"> Long working hours and sometimes work during holidays. Walk and stand for entire shift. 	<p>The Barista is responsible for the preparation with friendly, individualized attention towards each customer.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepare or serve hot or cold coffee beverages and efficiently, meeting our standards. Deliver excellent customer service, at all times. Have a complete and thorough knowledge of all coffee items in order to be able to describe and make suggestive selling to customers. Maintains the highest quality, consistent coffee items' standards. Follows as the restaurant's beverages recipes and procedures. Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. Order, receive, or stock supplies or retail products. Set up or restock product displays. Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. Follows health, safety, and sanitation guidelines for all products. Handles all working material and equipment correctly and keeps it well cleaned. Handles guest problems and complaints. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


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		<ul style="list-style-type: none"> Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers to follow-up on their satisfaction, requests, and complaints. Interacts closely with customers and promotes an image of professionalism. 	
Bartender 	<ul style="list-style-type: none"> At least high school diploma. Minimum 1-2 years of experience in similar position in a high-volume, fine dining concept. Fluent in English. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. Highly cooperative team spirit. Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job - The job of the Bartender may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift. 	<p>The Bartender is responsible for serving all beverages with friendly, individualized attention towards each customer and following brand recipes accurately.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards. Deliver excellent customer service, at all times. Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. Maintains the highest quality, consistent beverage standards. Follows as the restaurant's beverages recipes and procedures. Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. Order, receive, or stock supplies or retail products. Set up or restock product displays. Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. Follows health, safety, and sanitation guidelines for all products. Handles all working material and equipment correctly and keeps it well cleaned. Handles guest problems and complaints. Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


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		<p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts closely with customers and promotes an image of professionalism and gallantry at all time. 	
Bellman	<ul style="list-style-type: none"> A minimum qualification in GCE O levels. Independent and motivated individual with friendly personality. Knowledge – Be knowledgeable about Singapore and places for business travellers/ tourists. Good knowledge of the Opera System. Candidate must be able to work on rotational shift including weekends and public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Bellman may require long working hours. 	<p>As a Bellman, you are the first point of contact with our guests as they enter the hotel. Your friendly personality will spark joy to our guest and make their welcome experience a truly experience one. You are passionate to deliver true hospitality. You are in the know and always ready to assist our guests, either with their baggage delivery or call for a transportation for them to explore Singapore.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assisting guests with their luggage from the taxi/car/transportation. Assisting arriving and departing guests by opening and closing car and taxi doors. Be aware of daily arrivals and departures with emphasis on VIPs. Communicating with different departments to welcome VIP guests. Assisting guests with the check-in/check-out process via the self-check in kiosks. Guiding the guest through check-out process and answering basic billing enquiries. Providing basic information of the room e.g. directions, room type and basic features. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Captain	<ul style="list-style-type: none"> Minimum 1-2 years of experience in similar positions in a high-volume, high-end restaurant preferred. Good in English. Good communications and interpersonal skills. Customer oriented with a positive attitude and smiling face. Cooperative and self-giving team player. Ability and willingness to perform under stress. 	<p>The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Knows and uses the service guidelines by the brand guideline. Prompt, and courteous greeting of customers. Deliver food to customers on the table in an accurate and timely manner. Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. Follow sequence of service standards as per brand guidelines. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

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	<ul style="list-style-type: none"> Positive and high energy level. <p>Physical Requirements of the job - The job of the Captain may require:</p> <ul style="list-style-type: none"> Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<ul style="list-style-type: none"> Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. Ensure food quality and consistency is delivered at all times. Manage the set up and close down of tables within section. Ensure tables are turned around and ready with minimal delay. Maintain cleanliness and hygiene standards. Ensure the cleanliness and refilling of condiment sets and napkin containers. Keeps all workstations and equipment as clean as possible at all times. Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers and shows willingness to serve them with a pleasant attitude. Communicate professionally with the supervisor in charge. 	
Catering Sales Executive 	<ul style="list-style-type: none"> Minimum Diploma in Hotel Management and/or Sales & Marketing Management. At least 3 years of a Managerial level in Catering sales experience. Excellent communication, interpersonal, and organisational skills with strong network. Strong negotiation and presentation skills. Able to work well under pressure in a fast-paced environment. Knowledge in banquet spaces, facilities, and 	<p>The Catering Sales Executive is responsible for promoting the property, managing bookings, implementing sales strategies, and ensuring compliance with regulations and guidelines. This role offers a unique opportunity to work with a diverse range of clients and stakeholders, including event planners, potential guests/customers, and internal teams. You will play a critical role in driving sales growth, improving customer satisfaction, and enhancing the overall reputation of our properties.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Sales, Marketing, Revenue Management. Ownership of sales budget (group / individual) and other performance measured goals. Engage in proactive and reactive sales processes to build new and capture repeat business. Versatility in selling to corporate (MICE), wedding and social segments. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

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	<p>capabilities of the competitive market.</p> <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Catering Sales Executive may require long working hours and occasionally covering different shifts. 	<ul style="list-style-type: none"> Upsell to add value and drive incremental sales. Participate in sales strategy and execution of sales action plans. Contribute to establishing a 12-month marketing promotion and activation calendar. Collaborate and recommend initiatives with marketing for alignment and support. Knowledgeable of banquet and hotel room sales packages, menu, promotions, and prices. Knowledgeable of banquet set ups, function and hotel room configurations and service style. Keep abreast of competitor-set and market place products and services. Recommend improvements to enhance our product and services. Negotiate confidently and creatively maneuver package content, menu and price. Efficiently capture all banquet, catering and / or hotel room requirements and coordinate delivery with all internal and external stakeholders. Knowledgeable of front desk telephone, room key card and payment operations, room reservation process, check in / our process, daily rooming list, voucher administration and reports. Conduct daily hotel room inspection. Communication and coordination with maintenance and housekeeping on room upkeep. Diligent follow through of sales inquiry pipeline and conversion. Accurate and timely sales reporting and administration of banquet event order (BEO) and hotel rooming list. Awareness of cost of sales, manpower, and operating expenses. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicate professionally with subordinates while keeping a productive working environment. Coordinates with different departments to guarantee effective communication. 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	
Catering Sales Manager, Corporate & Group 	<ul style="list-style-type: none"> Minimum Diploma in Hotel Management and/or Sales & Marketing Management. At least 3 - 4 years of a Managerial level in Hotel Groups and Corporate Catering Sales experience. Strong negotiation skills to close deals and secure contracts. Understanding of hotel business mix and sales strategies. Ability to present ideas, expectations and information in a concise and well-organized manner. Understanding and achievement of team and individual goals. Effective time management skills. Effective communication with clients, team members and other departments. Demonstrated leadership skills. Demonstrated customer development and relationship management skills. Able to start work within short notice period. 	<p>The Catering Sales Manager Corporate & Group is responsible to develop and maintain the highest standard of quality in the catering / conference department and to ensure the profitability of the department. Maintaining a strong and efficient team while creating loyal and trustworthy staff who take pride in their work, thereby providing the highest level of service possible. Assist and follow up tasks as assigned by F&B management as deemed appropriate.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> To actively solicit and book all types of catering business from various sources of leads. To develop creative and attractive menu presentations for potential clients. To respond to all telephone and walk in inquiries regarding catering space. To maintain an active trace/follow-up system on all personal sales calls. To coordinate the sales efforts between sales department and catering to ensure proper utilization of function space to yield maximum revenues To conduct tours of the property with meeting planners and potential clients. To negotiate with clients and achieve maximum revenue/profit potential while satisfying client needs. To comfortably entertain appropriate clients. To finalize all bookings maximizing all revenue potential by up-selling in all revenue producing areas. To keep Assistant Director of Catering Sales promptly and fully informed of all problems or unusual matters so prompt corrective action can be taken where appropriate. To coordinate with other departments to ensure quality of guest satisfaction. Ensure accurate contract/offer before sending it to the customer. Gains commitment of customer through signed contract/offer. Once signed contract/offer is received, completes accurate, detailed turnover documentation for Event Management. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Explore all avenues to sell hotel through alternative dates and/or rates. To be a team player motivating peers and subordinates in support of department goals, in sales and operations. Maintain professional interdepartmental relations and participate in hotel team building activities. Abide by SUNSET Hospitality Group ethical business practices and adhere to hotel's grooming standards, ownership, accountability and responsibility. Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing department. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicate professionally with subordinates while keeping a productive working environment. Coordinates with different departments to guarantee effective communication. Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	
Chef De Partie 	<ul style="list-style-type: none"> Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie. Understands oral and written instructions in English. Handles multiple priorities and works under stress. Maintains all international standards of health guidelines for food preparation and safety. Passes all required job-related tests. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> Work involves moderate exposure to 	<p>The Chef De Partie is responsible for preparing all food products in relevant sections and making them ready for in-house service.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards. Completes assigned prep work and beautification duties in an efficient time frame. Moves prepared food out of the prep area continuously. Works together in a team-oriented environment to produce foods in a timely and orderly manner. Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations. Keeps all work stations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>high temperatures, dust, fumes, smoke, and/or loud noises.</p> <ul style="list-style-type: none"> Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized. Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. Collaborates with Sous Chef to create new ideas for their sections. Constantly develop skills and knowledge. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
Cocktail Service 	<ul style="list-style-type: none"> High school diploma or equivalent. Experience may be preferred, especially if serving beverages in a fine dining establishment. Ability to walk, stand, and carry heavy trays. A friendly, attentive attitude. Knowledge of cocktails, beer, wine, and food. Must be the minimum age to serve alcohol. A passion for providing customers with high-quality service. Compliance with all local, state, and federal liquor laws. Willingness to work at peak hours, which may include evenings, holidays, and weekends. <p>Physical Requirements of the job - The job of the Cocktail Service may require:</p>	<p>We are looking for an energetic, attentive cocktail waitress who is committed to providing a high-quality dining experience to our customers. Responsibilities include speaking with customers, taking drink and food orders, making recommendations, processing payments, and ensuring that customers' needs are met, and they have an excellent time. You should be a skilled multi-tasker with a passion for customer satisfaction and knowledge of wines, beer, and cocktails and passionate about the food and drinks they serve and creating a fun, enjoyable experience for every customer.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Interacting with customers by taking their orders, making recommendations, providing them with accurate bills, serving them food and drinks, processing payments, and supplying them with whatever they need in a timely manner. Handling multiple tables and tasks in an efficient manner. Cleaning and clearing tables. Assisting with opening and closing duties, such as preparing ingredients and restocking items, such as straws, napkins, etc. Learning about food and beverages, such as wine, beer, and cocktails. Taking inventory of supplies and ingredients. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Covering different shifts and working during public holidays. Standing for long hours. 	<ul style="list-style-type: none"> Checking identification to ensure customers are the proper age to purchase alcoholic beverages. Standing, walking and carrying heavy trays of food and drinks. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers and shows willingness to serve them with a pleasant attitude. Communicate professionally with the supervisor in charge. 	
Commis Cook	<ul style="list-style-type: none"> Minimum 2-3 years of kitchen experience. Understands oral and written instructions in English. Handles multiple priorities and works under stress. Maintains all international standards of health guidelines for food preparation and safety. Passes all required job-related tests. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Coordinates with Chefs to ensure correct quantities for bulk food preparation. Cleaning, peeling, cutting of all food items according to the company's standards and assuring efficient food service. Follows recipes and cooking procedures precisely. Ensures good quality and freshness of food items. Ensures accurate storage of food by using label and day-dots. Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Head Chef. Handles all working material and equipment correctly and keeps it well cleaned. Reports all necessary repairs to his Superior. Follows all statutory hygiene and safety requirements. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment." 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Communications Officer	<ul style="list-style-type: none"> • Preferably with experience working in similar capacity and in hotel industry. • Good communication skills and enjoys interaction with guests. • Candidate must be able to work on rotational shift including weekends and public holidays. • Flexibility to work various shifts, including weekends and holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Communications Officer may require long working hours. 	<p>Come join us as a Communications Officer (conventionally known as Call Centre) if the following describes you. You are service-oriented and passionate in achieving customer satisfaction. You are also a good team-player and at the same time a confident individual, willing to learn and take on new challenges. As the Communications Officer, you will be responsible to provide an excellent and consistent level of service to your guests. You will assist the Communications team in the achievement of a smooth and efficient running of the Guest Services Centre Department within the Rooms Division.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Provide close guidance to colleagues within assigned shift, overseeing the efficient operations of the Telephone Department in the following: • To answer phone calls promptly ensuring telephone etiquette is observed and a positive attitude is displayed. • To attend to Glowing requests promptly, ensuring responses are articulated. • To ensure all faults and maintenance issues are raised promptly. • To ensure daily task checklists assigned are followed through and documented. • To check on wakeup call time requests from guests (FITS, Crew, Groups) and ensure they are promptly processed. • To check telephone and line fault reported, ensure thorough test is conducted before calling an external contractor. • Be knowledgeable on telecommunication wiring rates and requests made by sales for function or guest room, ensuring they are effectively processed. • Be knowledgeable of IDD rates and IDD call checks. • Be knowledgeable of hotel's telephone and trunk inventory. • Conduct checks on information on the Concierge Directory and update accordingly. • To maintain a high grooming standard as required when on duty. • Be knowledgeable of Hotel's Policies and Procedures. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Have a thorough understanding of the various services provided by the Hotel. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
Concierge Manager 	<ul style="list-style-type: none"> Minimum 2 years of relevant experience in similar position. Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system. Must have a friendly and engaging service attitude. Possess good guest relations skills, confident, clear English. Build partnerships with other departments to ensure that guests' needs are attended to promptly. Interpersonal skills to deal with guests and colleague issues. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Concierge manager may require long working hours. 	<p>As a concierge manager, you are required to manage all Concierge, Bell Services and Doormen. Ensure that they are adhering to all hotel policies, procedures and standards while striving towards total guest satisfaction. Ensure that the above-mentioned areas are working in a professional manner at all times. Be responsible for training and development of all concierge-related associates, so they are hospitable, outgoing and guest-oriented.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assign sufficient manning to cater for daily operational needs. Planning of VIPs and limousine movement for arrivals and departures and ensuring operational efficiency. Ensure smooth running of Lobby Greeter lobby duties in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels. Handle guest issues when needed. Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue. Plan and review rosters to ensure productivity goals are met. Ensure LQA service standards are in practice as set by the hotel at all times. Conduct audit checks on colleague's service standards and ensure compliance with hotel standards. Have Lobby/Driveway presence to ensure operations are in order, guests assistance required is rendered accordingly and colleague's service standards are met. Consistently offer professional, engaging and friendly service. Planning, reviewing, training, monitoring, evaluation and counselling of employees. Counselling and disciplinary action for colleagues' non-compliance with procedures and behaviour. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Attend any department and operational meetings. Handling and investigation of guest requests/complaints. Ensure grooming standard always set by the hotel. Ensure work areas are adequately stocked, and inventory properly recorded and maintain good housekeeping of work areas. Efficient usage and upkeep of communication tools and equipment to enhance productivity of workflow. Always ensure department compliance with safety and security procedures. Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments 	
Demi Chef De Partie	<ul style="list-style-type: none"> Minimum 3-4 years of kitchen experience, previously worked in a fine dining concept. Understands oral and written instructions in English. Handles multiple priorities and works under stress. Maintains all international standards of health guidelines for food preparation and safety. Passes all required job-related tests. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. Moderate physical activity, such as 	<p>The Demi Chef is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards. Completes assigned prep work duties in an efficient time frame. Support the Chef de Partie or Sous Chef in the daily operation and work. Moves prepared food out of the prep area continuously. Works together in a team-oriented environment to produce foods in a timely and orderly manner. Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations. Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas. Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>handling objects up to 25 kilograms and standing or walking for more than 6 hours per day.</p> <ul style="list-style-type: none"> • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<p>containers, serving dishes, and equipment are always clean and sanitized.</p> <ul style="list-style-type: none"> • Observes compliance with the company's policies and procedures, as well as governmental laws and regulations. • Collaborates with CDP to create new ideas for their sections. • Constantly develop skills and knowledge. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
Dining Reservation Agent 	<ul style="list-style-type: none"> • Diploma in Business, F&B, hospitality operations. • Proficient in English; multilingual is strongly preferred. • Excellent communication skills, both verbal and written; excellent telephone etiquette. • Proven experience in hotel reservations, concierge, front of house food & beverage or customer service is an advantage. • Customer centric attitude and works well under pressure. • Stay composed when handling complaints and emergencies. • Polite and confident with a great deal of patience. • Ability to multi-task and comfortable with system applications and technology. • High collaboration and adaptable to changes in a dynamic environment. 	<p>The Dining Reservations Agent shall provide luxury service by communicating to each guest in a thoughtful, tailored, and authentic manner; making each guest feel as they are the sole focus.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Understand guests' needs and provide them with personalized solutions. • Assist both in-house and external guests with the planning and booking reservations for F&B Dining products and services or making of breakfast, brunch, lunch, and dinner reservations at one of signature restaurants. • Processing all reservations requests accurately and with full details of what has been communicated between guest and yourself (Example: Special Requests, Food Allergies, Special Occasion, etc.). • Assist both in-house and external guests with any revisions or cancellations to their reservations. • Accurately respond to all inquiries received via telephone, email, or chat. • Deliver high touch experience that is aligned with Company Service Strategy to all guests. • Handle first level complaint with a pleasant disposition. • Agility to handle services and requests effectively & efficiently. • Handle emergency situations in accordance with department and hotel guidelines. • Deliver first call resolution, handle all inquiries and/or complaints in a professional 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Mature, meticulous, resourceful, organized, and able to work independently. • Work is subjected to change to meet business/operational needs. • Able to work in front of computer and sit for extended periods of time. <p>Physical Requirements of the job - The job of the Dining Reservation Agent may require:</p> <ul style="list-style-type: none"> • Rotational shifts including public holidays and weekends depending on operation needs. 	<p>and pleasant manner by applying logic and using departmental empowerment tools.</p> <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Internal: Finance team, senior management, department heads, and other employees within the organization. • External: Auditors, vendors, financial institutions, and other relevant stakeholders. 	
Dining Reservations Supervisor 	<ul style="list-style-type: none"> • Diploma in Business, F&B, hospitality operations. • Proficient in English; multilingual is strongly preferred. • Excellent communication skills, both verbal and written; excellent telephone etiquette. • Proven experience in hotel reservations, concierge, front of house food & beverage or customer service is an advantage. • Customer centric attitude and works well under pressure. • Stay composed when handling complaints and emergencies. • Polite and confident with a great deal of patience. • Ability to multi-task and comfortable with 	<p>The Dining Reservations Supervisor shall provide luxury service by communicating to each guest in a thoughtful, tailored, and authentic manner; making each guest feel as they are the sole focus.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Understand guests' needs and provide them with personalized solutions. • Assist both in-house and external guests with the planning and booking reservations for F&B Dining products and services or making of breakfast, brunch, lunch, and dinner reservations at one of signature restaurants. • Processing all reservations requests accurately and with full details of what has been communicated between guest and yourself (Example: Special Requests, Food Allergies, Special Occasion, etc.). • Assist both in-house and external guests with any revisions or cancellations to their reservations. • Accurately respond to all inquiries received via telephone, email, or chat. • Deliver high touch experience that is aligned with Company Service Strategy to all guests. • Handle first level complaint with a pleasant disposition. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>system applications and technology.</p> <ul style="list-style-type: none"> • High collaboration and adaptable to changes in a dynamic environment. • Mature, meticulous, resourceful, organized, and able to work independently. • Work is subjected to change to meet business/operational needs. • Able to work in front of computer and sit for extended periods of time. <p>Physical Requirements of the job - The job of the Dining Reservation Supervisor may require:</p> <ul style="list-style-type: none"> • Rotational shifts including public holidays and weekends depending on operation needs. 	<ul style="list-style-type: none"> • Agility to handle services and requests effectively & efficiently. • Apply logic and high EQ in guest challenges and proactively offer/discuss resolution with a Manager on Duty. • Provide accurate up to date information on hotel information of events/activities or all resort food & beverage outlets menu offerings along with any promotions and/or special offerings that are available. • Handle emergency situations in accordance with department and hotel guidelines. • Deliver first call resolution, handle all inquiries and/or complaints in a professional and pleasant manner by applying logic and using departmental empowerment tools. • Work to achieve and exceed individual and team Key Performance Indicators (KPI's) set by management. • Support other responsibilities as assigned by management. • Conduct confirmation calls with next day arrivals. • Responsive to emergency situations in according to company guidelines. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Internal: Senior management, department heads, and other employees within the organization. • External: Guests, Customers, Auditors, vendors, and other relevant stakeholders. 	
F&B Operations Admin Coordinator	<ul style="list-style-type: none"> • Relevant experience as a Food and Beverage Coordinator. • Knowledge of food and beverage safety regulations. • Excellent customer service and communication skills. • Strong organizational and problem-solving skills. • Attention to detail and accuracy. • Great coordination and communication skills. 	<p>The Operations Admin Coordinator shall provide operational support to the Director of F&B and Culinary.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assist in guest enquiries on F&B reservations booking and enquiries via emails or phones. • Inventory control and stock up of stationaries when required. • Assist in collation of overtime sheets, checking and verifying weekly and monthly attendance for payroll. • Attend F&B meetings. • Assist in taking minutes of meeting. • Work closely with chefs and casual labour staffs. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Resourceful in resolving challenging situations. <p>Physical Requirements of the job - The job of the Operations Admin Coordinator may require:</p> <ul style="list-style-type: none"> Long working hours, working during holidays, and covering different shifts (Weekends). 	<ul style="list-style-type: none"> Communicate and liaise with other department. Keep abreast of hotel promotions, F&B services and outlet. Provide administrative support to Director of F&B. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Internal: Finance team, senior management, department heads, and other employees within the organization. External: Auditors, vendors, financial institutions, and other relevant stakeholders. 	
Graphic Designer 	<ul style="list-style-type: none"> BA degree in Graphic Design or Marketing from a reputable university. Minimum 2-3 years of experience. Fluent in English. Exceptional creativity and innovation. Accuracy and attention to detail. Effectively communicate and make best use of interpersonal skills. Computer proficiency with Microsoft Office, Adobe Illustrator, Adobe InDesign, Adobe Photoshop. Confident and dynamic personality. Good business awareness including external markets and competitor positions. Highly cooperative team spirit. Ability to operate under solid pressure and meet tight deadlines. Sound understanding of marketing principles. Effective knowledge of latest technologies and 	<ul style="list-style-type: none"> The duties of the Graphic Designer mainly consist of, creating artworks to support marketing activations, design new websites/flyers/brochures and support the marketing team with all design related tasks. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Develop all marketing and promotional collateral according to brand standards for both online and print, among which include brochures, adverts, flyers, business cards, newsletters, presentations, sales kits and others. Developing layout designs. Design/edit digital clips/videos for social media-online purposes. Designing and producing highly creative, impactful presentations for the sales and marketing department, as needed. Think creatively, generate new ideas, designs and concepts all in line with the brand identity guide. Assisting with photography needs for menu shoots and campaigns. Effectively manage multiple tasks at a time, prioritizing where necessary and providing updates when required. Work with the sales and marketing department and other internal departments to understand their requirements and create accordingly. Ensures adequate stock of all regularly used marketing collateral is always available. Assist in the planning and execution of events attended or hosted by the brands with focus on the creation of promotional merchandise, 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>should identify how to apply them in marketing.</p> <ul style="list-style-type: none"> • Be self-motivated, confident, energetic, and creative. • Should be able to deliver creative and innovative thoughts. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Graphic Designer may require long working hours, working during holidays. 	<p>adverts, flyers, stage design, pre and post event marketing.</p> <ul style="list-style-type: none"> • Developing graphics and layouts for product illustrations, company logos, and websites. • Determining size and arrangement of illustrative material and copy, and font style and size. • Preparing rough drafts of material based on an agreed brief. • Supervising the production or implementation of marketing materials with outsources agencies. • Takes part in the brainstorming meetings with the marketing team for new activations and future promotions. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Coordinates with the Marketing team to guarantee effective communication and project deadlines. 	
Guest Services Executive 	<ul style="list-style-type: none"> • Diploma in Hospitality Management or equivalent. • Previous experience in a luxury hospitality environment is a plus. • Strong leadership and communication skills. • Energetic, proactive, self-driven, highly motivated and has excellent interpersonal and communication skills. • Positive and enthusiastic attitude with a can-do spirit. • Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drive for achievements. • Flexibility to work various shifts, including weekends and holidays. 	<p>As the Guest Services Executive, you will be the first point of contact for our valued guests, providing exceptional service from the time they arrive till they are escorted to their rooms creating memorable experiences along the way. You will be stationed in the lobby awaiting guest arrival and facilitating all arrangements from the moment guests step in to the time they are settled in their rooms.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • To perform the smooth operations of front desk including but not limited to check in, check out, currency exchange, room change, audit balances, daily reports, food and beverage service according to establish policies and procedures. • To assist all guests in a friendly, helpful and professional manner including but not limited to offering room orientation to all arriving guests or escorting guests to their destination within the hotel, attempting to use guest names at least twice during the engagement. • To liaise with Guest Services Manager or Executive regarding any complaints and to assist walk in guests with alternative accommodation in the event of a full house situation. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Physical Requirements of the job: <ul style="list-style-type: none"> The job of the Guest Services Executive may require long working hours. 	<ul style="list-style-type: none"> To inform other departments of arrival, room changes, check out and special arrangements. To maintain comprehensive knowledge of standard reservations procedures to assist Reservations personnel in their absence. To attend shift briefings to ensure hotel activities and operational requirements are known. To ensure effective handover and takeover of shift, ensuring proper follow-up and resolution of all outstanding issues. To attempt to upsell at every possible encounter, maximizing revenue. To ensure complete guests database including obtaining guest's passport details, nationality, date of birth and email addresses. To perform any other job task as reasonably assigned. Communication & Working Relationships: <ul style="list-style-type: none"> Interacts with different departments. 	
Guest Services Manager 	<ul style="list-style-type: none"> Bachelor's Degree or Diploma in Hospitality Management or equivalent. Minimum 3 years of relevant experience in a similar capacity. Previous experience in a similar leadership role is an asset. A service-focused personality is essential. Prior experience working with Opera or a related system. Strong interpersonal and problem-solving abilities and the ability to lead by example. Energetic, proactive, self-driven, highly motivated and has excellent interpersonal and communication skills. 	Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues. Principal Accountabilities: Leading Guest Services Teams <ul style="list-style-type: none"> Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example. Encourages and builds mutual trust, respect, and cooperation among team members. Serves as a role model to demonstrate appropriate behaviours. Supervises and manages employees. Manages all day-to-day operations. Understands employee positions well enough to perform duties in employees' absence. Celebrates successes and publicly recognizes the contributions of team members. 	44 hours per week 11 Canning Walk, (S) 178881

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive and enthusiastic attitude with a can-do spirit. • Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drive for achievements. • Flexibility to work various shifts, including weekends and holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Guest Services Manager (Duty Manager) may require long working hours. 	<p>Maintaining Guest Services and Front Desk Goals</p> <ul style="list-style-type: none"> • Develops specific goals and plans to prioritize, organize, and accomplish your work. • Handles complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others. • Maintains a strong working relationship with all departments to support property operations and goals and to expedite the resolution of any problems that may arise through the general operation of the property. • Intervenes in any guest/employee situation as needed to insure the integrity of the property is maintained, guest satisfaction is achieved, and employee well being is preserved. • Ensures that regular on-going communication is happening with employees to create awareness of business objectives and communicate expectations, recognizes performance, and produces desired results. <p>Ensuring Exceptional Customer Service</p> <ul style="list-style-type: none"> • Provides services that are above and beyond for customer satisfaction and retention. • Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed. • Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis. • Serves as a leader in displaying outstanding hospitality skills. • Sets a positive example for guest relations. • Responds to and handles guest problems and complaints. • Empowers employees to provide excellent customer service. • Observes service behaviours of employees and provides feedback to individuals. • Strives to improve service performance. • Ensures employees understand customer service expectations and parameters. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Participates in the development and implementation of corrective action plans to improve guest satisfaction. <p>Additional Responsibilities</p> <ul style="list-style-type: none"> Analyses information and evaluating results to choose the best solution and solve problems. Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner. Maintains high visibility in public areas during peak times. Understands and can implement all emergency plans including accident, death, elevator, thefts, vicious crimes, bombs, fire, etc. Performs Front Desk duties in high demand times. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
Head Bartender 	<ul style="list-style-type: none"> At least high school diploma. Minimum 3 years of experience in similar position in a high-volume, fine dining concept. Fluent in English. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. Problem solving. Highly cooperative team spirit. Time management skills. Leadership capabilities. Ability to work in a high stress, fast-paced environment. <p>Physical Requirements of the job - The job of the</p>	<p>The Head Bartender works closely with Bar Manager to coach and train all bartenders, and serving all beverages with friendly, individualized attention towards each customer and as per the recipes.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Provides assistance to the Bar Manager in coaching and training of bartenders in order to improve performance and sustain consistency of the recipes. Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards. Deliver excellent customer service, at all times. Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. Maintains the highest quality, consistent beverage standards. Follows as the brand beverages recipes and procedures. Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Head Bartender may require:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays. • Walk and stand for entire shift. 	<ul style="list-style-type: none"> • Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. • Follows health, safety, and sanitation guidelines for all products. • Handles all working material and equipment correctly and keeps it well cleaned. • Handles guest problems and complaints in the absence of Bar Manager. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Recommend new beverages to Bar Manager. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Works closely with Bar Managers and supervisors to ensure the delivery of information. • Coordinates with different departments in the restaurant to guarantee effective communication and to ensure information transmission at all times. • Interacts with customers to follow-up on their satisfaction, requests, and complaints. 	
Head Hostess/ Host 	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar position in hospitality industry and fine dining concept. • Fluent in English. • Excellent communications and interpersonal skills. • Basic computer skills (recommended to have previous experience in restaurant software). • Customer oriented with a positive attitude and smiling face. • Friendly and approachable. • Cooperative and self-giving team player. 	<p>The Head Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing experience from their first point of contact with the team.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Greets guests, escorts them to tables, and provides menus. • Manage waiting list and coordinate with Guest Relation Manager. • Offer appropriate seating arrangements. • Receive and record customers dining reservations. • Set up dining rooms and make reservation arrangements. • Ensure all orders are filled in a timely and accurate manner. • Maintain clean and organized tables and work area. • Observe proper grooming and personal hygiene at all times. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability and willingness to perform under stress. Positive and high energy level. A willingness to go the extra mile in ensuring guests' needs are met. Huge passion for customer service and hospitality. <p>Physical Requirements of the job - The job of the Head Hostess/Host may require:</p> <ul style="list-style-type: none"> Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<ul style="list-style-type: none"> Assist waiters and head waiters when needed. Ensure all guests receive positive and professional Greeting to the highest standards to exceed the customer's expectations. Handles guest problems and complaints. Manages the Hosts working schedules. Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers and shows willingness to serve them with a pleasant attitude. Communicate professionally with the supervisor in charge. 	
Head Sommelier 	<ul style="list-style-type: none"> Certification as a Sommelier or a Degree in Hospitality is beneficial (WSET Certification). Previous experience as a Sommelier, or in a Hospitality role. Extensive knowledge on wines and regions of the different types. Knowledge of local vineyards and wineries. An understanding of the wine making process. Ability to perform manual labor. <p>Physical Requirements of the job - The job of the Head Sommelier may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. 	<p>The Head Sommelier to create our wine menu and offer recommendations on the best pairings. The responsibilities of Head Sommeliers include supervising wine serving, collaborating with suppliers to upgrade selections, and providing wine recommendations to guests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Works with restaurant management to create and maintain a top tier wine program. Assists guests with wine selections in a helpful, thoughtful, and gracious manner. Create opportunities to increase the wine sale in the restaurant. Ensures that the restaurant is properly stocked with the appropriate amount of glassware, wine lists, coasters, label removers, wine buckets, candles, etc prior to, and throughout, service. Create and sustain excellent wine display at the restaurant. Informing guests on the variety of wines available. Training the team about wine menu list and upselling techniques. Training FOH team members to increase their knowledge regarding wine pairings. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Walk and stand for entire shift, up to 10 hours. 	<ul style="list-style-type: none"> Developing new vendors and negotiating prices with vendors. Organizing wine tasting events. Complying with health and safety regulations. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts closely with Bar team and promotes an image of professionalism and gallantry at all time. Work closely with the Director of F&B to update wine list when it is necessary. 	
Hostess/ Host	<ul style="list-style-type: none"> Minimum 1-2 years of experience in similar position in hospitality industry, preferred but not limited to. Good in English. Good communications and interpersonal skills. Basic computer skills (Recommended to have previous experience in restaurant software). Customer oriented with a positive attitude and smiling face. Friendly and approachable. Cooperative and self-giving team player. Ability and willingness to perform under stress. Positive and high energy level. A willingness to go the extra mile in ensuring guests' needs are met. A huge passion for customer service and hospitality. <p>Physical Requirements of the job - The job of the Hostess / Host may require:</p>	<p>The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Greets guests, escorts them to tables, and provides menus. Manage waiting list as per brand guidelines. Offer appropriate seating arrangements. Receive and record customers dining reservations. Ensure all orders are filled in a timely and accurate manner. Maintain clean and organized tables and work area. Observe proper grooming and personal hygiene at all times. Assist waiters and head waiters when needed. Manage event related work including setting up tables of the restaurant. Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. Handles guest problems and complaints. Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers and shows willingness to serve them with a pleasant attitude. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<ul style="list-style-type: none"> Communicate professionally with the supervisor in charge. 	
Housekeeping Attendant	<ul style="list-style-type: none"> Minimum Secondary School Education. Basic written and spoken English. Experience in handling machineries is ideal but not necessary. Has work experience. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Housekeeping Attendant may require long working hours. 	<p>The Housekeeping Attendant is responsible for the immaculate upkeep and cleanliness of guest rooms and guest corridor, presenting a clean and welcoming environment. He/she will always provide sufficient supplies in every guest room and attends to guest requests. He/she will self-inspect rooms for guest arrivals.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Ensures guestroom and guest floors corridors are immaculate, clean and comfortable. Ensures all required guest rooms are ready prior to guest arrivals - cleaning and releasing of clean rooms. Effectively communicates with Housekeeping Supervisor on issues and challenges during shift work. Ensures all assigned rooms (check-out or make-up) are completed before the end of shift. Ensures section corridor carpets are vacuumed daily after room cleaning. Ensures trolley is clean and properly stocked up for the next shift. Ensures scheduled deep cleaning task are completed. Ensures guest privacy are respected. Observes and anticipates guest's needs in a discreet and non-intrusive manner, offering prompt, efficient and personalized service to our residents. Ensures observed preferences of guest are communicated with the Manager for follow up and recording in guest profile. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Housekeeping Coordinator	<ul style="list-style-type: none"> Has a systematic, detailed and meticulous working attitude. A team player towards the Housekeeping 	<p>Housekeeping Co-Ordinator manages Housekeeping day-to-day operations support. Handle department's rooms assignment/ control. Ensure a proper control and record of the master key movement. Ensure seamless and professional communication between/ with Room Attendant,</p>	<p>44 hours per week</p> <p>11 Canning</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Department and support the operations.</p> <ul style="list-style-type: none"> • Able to communicate well, positive and approachable. • Demonstrate good initiative and willing to learn. • A good understanding of the Housekeeping operations. • Demonstrate innovative ideas. • Able to work independently. • Willing to work various shifts, including mornings and afternoons, as well on public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Housekeeping Attendant may require long working hours. 	<p>Supervisors, PA, Linen Sorter/ Runner, Department's Managers and other departments colleagues/ managers. Keeping an auditable tracking/ filing system to ensure proper documentation for SOP, purchases & stocks, laundry services, attendance & leave control, and any other records for the department.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Responsible for the daily Rooms Assignment for Room Attendant Team. • Maintain par stock of guest supplies (wet and dry), guest amenities, cleaning supplies, linens, uniforms inventory, operating equipment and supplies, etc. • Organize pest control for regular checks and ad-hoc basis. • Develop and implement proper filing/tracking system of the department's documentation for easy record retrieval. • Monitor, document the outsourced Public Area and Room Attendant contract attendance and tally every month after invoice received. • Liaise for any linens and guest laundry with laundry plant/provider. • Monitor all cleaning program and update, to align with Hotel's plan/schedule. • Take minutes for internal meetings, track work progress and follow up on jobs closure. • Communicate defects reported to departments concerned for rectification. Follow up for closure. • Coordinating the preventive maintenance schedule of rooms and public areas with housekeeping colleagues and maintenance team. • Keeping the department's environment clean, neat and safe at all times. • Conduct inventory of the master key daily and report any discrepancies to the Managers timely. • Ensure sufficient operating supplies for guestrooms and other areas. • Prepared any back up and end-of-day report of Housekeeping. • Be familiar with the Emergency Procedure, Evacuation Procedure and Standard Operating Procedures as established by the Hotel. 	<p>Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform any other duties tasked by the Supervisors or Manager. Participate in company's sustainability effort for the environment and being an inclusive employer. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
Housekeeping Supervisor 	<ul style="list-style-type: none"> Diploma in education or related field preferred. Minimum 1 year experience in housekeeping. Ability to communicate verbally and written effectively; convey information to team members and liaise with stakeholders on their needs and requirements. Strong leadership skills to teach and manage Team Members. Ability to work both independently and in a Team. Ability to obtain and supervise the use of equipment and materials needed. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Housekeeping Supervisor may require long working hours. 	<p>As a Housekeeping Supervisor, you are meticulous and have an eye of detail. You are in charge of rooms assignment and checking of rooms to ensure the room cleanliness are complied before they are released to welcome our guests. You are patient in guiding and supporting the room attendants and is ready to train them to comply with the needed brand standards whenever necessary.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assign Team Members with duties and inspect work for conformance to prescribe standards of cleanliness. Supervise, train, support and monitor Team Members. Conduct on the job and in-service trainings and explain policies, work procedures and to demonstrate use and maintenance of equipment. Evaluate records to forecast department's manpower requirements. Advise manager and front office Team Members on rooms' status. Screen job applicants, hire new employees and recommend promotions, transfers, and dismissals. Coach and counsel Team Members on work performance. Ensure clear and effective communication between housekeeping and other departments. Report all work orders to facilities for rectifications. Approach all encounters with guests and Team Members in a friendly, service-oriented manner. Always comply with the hotel standards and regulations to encourage safe and efficient hotel operations. <p>Communication & Working Relationships:</p>	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Interacts with different departments. 	
Junior Sommelier 	<ul style="list-style-type: none"> Certification as a Sommelier or a Degree in Hospitality is beneficial (WSET Certification). Previous experience as a Sommelier, or in a Hospitality role. Extensive knowledge on wines and regions of the different types. Knowledge of local vineyards and wineries. An understanding of the wine making process. Ability to perform manual labor. <p>Physical Requirements of the job - The job of the Junior Sommelier may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift, up to 10 hours. 	<p>Junior Sommelier is to offer recommendations on the best pairing to the guests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assisting the Sommelier Team in all tasks. Assists guests with wine selections in a helpful, thoughtful, and gracious manner. Ensure wines are served at the right temperature and within the proper glassware. Informing guests on the variety of wines available. Store open bottles properly to maintain taste. Complying with health and safety regulations. Performs other duties pertinent to this job as assigned. Communication & Working Relationships: Interacts closely with Sommelier Team and promotes an image of professionalism and gallantry at all time. Work closely with Sommelier team to update wine list when it is necessary. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Junior Sous Chef 	<ul style="list-style-type: none"> Certified Culinary Arts Diploma. Minimum 3 years as Chef de Partie. Good knowledge of different types of cuisines especially Japanese, Peruvian. Prior management experience in a similar kitchen environment. Fluent in English. Good knowledge of kitchen policies and procedures, their development and applications. 	<p>The Junior Sous Chef is responsible for assisting the Sous section of the kitchen while working closely with the Sous Chef and replacing in the absence of Sous Chef.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Give assistance to day-to-day operations of the kitchen. Prepares a wide variety of goods by following standard restaurant recipes. Work closely with Sous Chef and assist in developing, designing and creating new ideas and items. Follows proper handling and right temperature of all food products. Supervise and coordinate all preparation and presentation. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Ability to maintain high quality control standards. • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job - The job of the Junior Sous Chef may require:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different shifts (night shifts and weekends). • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> • Monitor stocks of ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Sous Chef. • Communicates report and kitchen operational issues on a daily basis with the Sous Chef. • Works closely with subordinates to ensure information transmission at all times. 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Steward	<ul style="list-style-type: none"> • Previous experience in a kitchen or in a service-related industry is preferred but not essential. • Excellent physical condition. • Knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Organized and disciplined character. • Polite and hygiene oriented. <p>Physical Requirements of the job - job of the Steward may require:</p> <ul style="list-style-type: none"> • Physical handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Standing for long periods of time and doing repetitive tasks. • Long working hours, working during holidays, and covering different shifts. 	<p>The Steward is generally responsible for keeping all the BOH restaurant premises clean and tidy.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Cleans all the restaurant premises and keeps it perfectly dirt free at all times. • Responsible for the tidiness and proper keeping of all sections. • Secures the availability of all needed material and supplies required to perform assigned duties properly, on a daily basis. • Wipes floors and walls, cleans all types of work surfaces and maintains proper and organized spaces and areas. • Ensure all equipment is clean and in good working order. • Move, stack, carry, load and unload equipment, food stuff and other articles. • Garbage removal from all assigned areas according to company policies. • Follow safe work practices. • Have a well-groomed appearance at all times and to have a pleasant smiling attitude towards all guests. • Cleans and sanitizes pots, pans, utensils, and other minor equipment routinely used in the kitchen following established procedures. • Cleans and sanitizes dishes and related service ware following established procedures. • Cleans and maintains machinery properly and safely as per manufacturer manual and on-site training. • Maintains the highest possible level of personal hygiene. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Trains and coach Stewarding attendants on personal and work related hygiene, cleaning techniques and Skills. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Laundry Runner	<ul style="list-style-type: none"> • Minimum Secondary School Education. • Basic written and spoken English. 	<p>The position is responsible for the efficient organisation and distribution of clean linen and amenities based on the requirements of Rooms within the Hotel premises. The role needs to also</p>	<p>44 hours per week</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle heavy loaded trolleys, linens and amenities. • Able to walk extensively to and from the loading bay. • Able to work independently. • Willing to work various shifts, including mornings and afternoons, as well on public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Housekeeping Attendant may require long working hours. 	<p>ensure the timely completion of all guest's requests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Ensures the smooth operations of the Rooms sections by performing all tasks in adherence with the code of ethics. • Conducts quality checks on clean linen received following the procedures as detailed in Standard Operating Procedures (SOP). To reject any linen that does not meet the standards for re-processing. • Collect soiled linens from hotel towers including areas such as pool, spa and fitness club. • Ensure hotel's pantry amenities are stocked up and replenished accordingly when required. • Maintain overall cleanliness and order of the linen room. • Report to Supervisor on any equipment that requires maintenance and repair. • Ensure lost and found items are properly documented and arrange for them to be returned to guest. • Perform other duties that are assigned by Supervisor. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	<p>11 Canning Walk, (S) 178881</p>
Maintenance & Electrical Technician 	<ul style="list-style-type: none"> • Minimum Professional Certificate/ NITEC/ Diploma in Engineering. • Minimum 2 years of proven working experience in similar position. • Basic in English language. • Understanding of advanced principles of air conditioning, refrigeration, and heating. • Proficient in balancing air and water treatment systems in line with HVAC protocols. 	<p>Reporting to the Senior Technician and Facilities Manager, the Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Shift Engineer with the design of a preventative maintenance program. • Carrying out minor repairs at guest rooms or public areas. • Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel. • Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in reading schematics and work plans. • Good written, verbal, and interpersonal skills. • Communication and project management skills. • Ability to work in confined spaces. • Positive and high energy level. • Highly cooperative team spirit. • Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job - The job of the HVAC Technician may require:</p> <ul style="list-style-type: none"> • Attending the operations (after duty hours) in case of emergencies and should always be reachable by phone. • Require to work rotating shift (day, afternoon, night). • Long hours and working during public holidays. • Work in confined spaces. • It also necessitates some physical handling of products, including lifting and transportation. 	<p>tiles, vinyl tiles, long bath grouting, pipe duct and staircases.</p> <ul style="list-style-type: none"> • Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system. • Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps. • Assist other technicians to perform other jobs as required by Management within and outside hotel premises. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Coordinate with different departments to guarantee effective communication. 	
Marketing Manager 	<ul style="list-style-type: none"> • BA degree in Marketing from a reputable university or business administration degree. • Minimum 6 years of experience. • Fluent in English. 	<p>The Marketing Manager is responsible of hotel marketing efforts. The Marketing Manager is also responsible for maintaining and supporting the general operating philosophies and policies, as well as assisting other departments as necessary to achieve the overall mission of the hotel.</p> <p>Principal Accountabilities:</p>	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent computer skills. • Excellent management skills. • Strong planning and budgetary skills. • Confident and dynamic personality. • Strong analytical and project management skills. • Creative. • Good business awareness including external markets and competitor positions. • Good knowledge of policies and procedures, their development and applications. • High coaching skills are a must in order to maintain the positive and supportive role with the Store managers and teams. • Excellent Interpersonal and communications skills. • Highly cooperative team spirit. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Marketing Manager may require long working hours, frequent visits to different venues. 	<ul style="list-style-type: none"> • Comprehend and understand operations and general business policies and procedures of Hotel that such policies and procedures can be supported through METT Marketing efforts. • Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share. • Support all operations and general business policies of hotel when interacting with managers and employees. • Develop appropriate creative and implementation strategies for building hotel brands image within its industry, soliciting appropriate input from management. • Develop and implement appropriate strategies for generating effective public relations exposure. • Develop and submit as requested detailed budgets for the marketing department. • Oversees the management of the marketing budget on a day-to-day basis. • Develop and manage relationships with external organizations (advertising, and public relations agencies, market research firms, etc.) as necessary to assist with the development and implementation of hotel marketing efforts in a cost efficient and results oriented manner toward the achievement of predetermined goals. • Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews. • Preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. • Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs, developing field sales action plans. • Improves product marketability and profitability by researching, identifying, and 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>capitalizing on market opportunities; improving product packaging; coordinating new product development.</p> <ul style="list-style-type: none"> • Sustains relationship with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities. • Provides information by collecting, analyzing, and summarizing data and trends. • Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Performs other duties pertinent to this job as assigned. • Manage all campaigns for the hotel either directly or through third party digital and advertising agencies. • Manage PR agencies and drive the awareness of the hotel in all markets. • Responsible for Social Media Calendars for all hotel and its F&B outlets. • Responsible to maintain the positive image of the properties through thorough a selective communication plan. • Manage brand partnerships to elevate the profile of the hotel. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. • Coordinates with different departments to guarantee effective communication. • Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	
Pastry Commis Cook	<ul style="list-style-type: none"> • Minimum 2-3 years of kitchen experience, previous experience in a fine dining restaurant. • Understands oral and written instructions in English. • Handles multiple priorities and works under stress. 	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepare the daily mis-en-place and food production in pastry section. • Follows proper handling and right temperature of all food products. • Assist Pastry Chef to decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Maintains all international standards of health guidelines for food preparation and safety. Passes all required job-related tests. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> Ensure excellent quality throughout dessert offerings. Coordinate with our kitchen staff to ensure proper cooking, considering special requests and food allergies. Maintain hygiene principles in all cooking areas and clean your space at the end of the shift. Regularly taking inventory of food supplies and other products. Perform other duties and responsibilities as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
Pastry Junior Sous Chef 	<ul style="list-style-type: none"> Certified Culinary Arts Diploma. Minimum 3 years as Pastry Chef de Partie. Good knowledge of different types of pastries and desserts. Prior management experience in a similar kitchen environment. Fluent in English. Good knowledge of kitchen policies and procedures, their development and applications. Excellent knowledge of Food Safety, HACCP, Sanitation, and 	<p>The Pastry Junior Sous Chef is responsible for assisting the pastry section of the kitchen while working closely with the Pastry Chef and replacing in the absence of Pastry Chef.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Give assistance to day-to-day operations of the pastry and bakery section of the kitchen. Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes. Work closely with Pastry Chef and assist in developing, designing and creating new ideas and items for pastry kitchen. Ensure excellent quality throughout dessert offerings. Follows proper handling and right temperature of all food products. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Personal Hygiene basics.</p> <ul style="list-style-type: none"> • Ability to maintain high quality control standards. • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job - The job of the Pastry Junior Sous Chef may require:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different shifts (night shifts and weekends). • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> • Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. • Supervise and coordinate all pastry and dessert preparation and presentation. • Monitor stocks of baking ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. • Attends food seminars and exhibitions. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Pastry Chef. • Communicates report and kitchen operational issues on a daily basis with the Pastry Chef. • Works closely with subordinates to ensure information transmission at all times. 	
Restaurant Manager 	<ul style="list-style-type: none"> • BA degree in Hospitality from a reputable university. 	The Restaurant Manager is responsible for providing complete customer satisfaction by ensuring that the restaurant provides all	44 hours per week


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum 5 years of experience in a similar position in the field of hospitality, in a fine dining restaurant. Excellent communication skills. Fluent in English. Excellent interpersonal and customer service skills. Excellent computer skills. Excellent management skills. Highly cooperative team spirit. Problem-solving skills. Capable of multi-tasking. Professionalism. Detail oriented. Proficient in MS Office. <p>Physical Requirements of the job - The job of the Restaurant Manager may require:</p> <ul style="list-style-type: none"> Standing for long periods of time. Long working hours, working during holidays, and covering different shifts (flexible in schedule). 	<p>necessary services and anticipating, and meeting guests' needs and requests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Manage the performance of the Restaurant focusing on delivering the highest quality and brand service standards to constantly meet and exceed customer expectations. Monitor that all guest supplies and amenities are offered and refilled to the required standards maintaining the customer satisfaction. Ensure that the food produced and served is at best quality and in compliance with the budget and the targeted profit margin. Handle and addresses guest's complaints and requests taking action to facilitate and promote the delivery of high quality of customer service and experience. Conduct regular meetings with the FOH team to keep colleagues informed of policies and procedure, special events, further improvement plans and guest comments to ensure that colleagues are aware of the relevance and importance of their activities and how they contribute to the department objectives. Ensure that staff members are wearing the proper clean uniforms at all time to assure their adherence to the brand dress code and following the hygiene standards. Organize and supervise the day-to-day operations of the Restaurant to ensure that all work is carried out in an efficient manner that is consistent with operating policies and procedures and delivers service excellence. Provide on-the-job training and constructive feedback to subordinates to support their overall development. Ensure compliance to all relevant Health, Safety and Environment management procedures and controls within a defined area of activity so that Sushisamba provides excellent hospitality services to its guests. Implement approved departmental policies, processes and procedures and provide instructions to subordinates and monitor their adherence so that work is carried out in a controlled and consistent manner while 	<p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>delivering a quality service to guests and maintaining standards of excellence.</p> <ul style="list-style-type: none"> Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Works closely with subordinates to ensure information transmission at all times. Manages direct reports and operational issues on a daily basis. 	
Runner	<ul style="list-style-type: none"> Minimum 1 year of experience in similar positions in a high-volume, fine dining restaurant. Good in English. Good communications and interpersonal skills. Customer oriented with a positive attitude and smiling face. Cooperative and self-giving team player. Ability and willingness to perform under stress. Positive and high energy level. <p>Physical Requirements of the job - The job of the Runner may require:</p> <ul style="list-style-type: none"> Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<p>The Runner is responsible for delivering the food from the kitchen to the customer tables, and clear tables.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prompt, and courteous greeting of customers. Continually bus tables throughout shift. Reset tables as soon as the customers finished their meals. Deliver food to customers on the table in an accurate and timely manner, ensuring orders are correct. Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. Follow sequence of service standards as per brand guidelines. Maintain cleanliness and hygiene standards. Ensure the cleanliness and refilling of condiment sets and napkin containers. Keeps all work stations and equipment as clean as possible at all times. Attend all regular departmental briefings and contribute to an open communication within the assigned team. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with customers and shows willingness to serve them with a pleasant attitude. Communicate professionally with the supervisor in charge. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Sales Coordinator 	<ul style="list-style-type: none"> Diploma in hospitality, business or related discipline. 	<p>The Members Club Manager will be responsible for the seamless launch, operation, and ongoing success of our upcoming private members clubs in Singapore. This role will involve overseeing all</p>	<p>44 hours per week</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong computer skills, including Microsoft Office Suite. Has excellent written and spoken communication skills. Able to multi-task and work independently in a dynamic environment with good problem solving and decision-making skills. Possesses professional disposition with excellent interpersonal skills. Ability to maintain the highest standards of confidentiality, professionalism, ethics, grooming and attitude. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Sales Coordinator may require long working hours. 	<p>aspects of the club's operations, from exceptional member service to staff management and business development. You will be the face of the club, creating a welcoming, exclusive environment and ensuring that every detail reflects our brand's commitment to luxury, innovation, and personalized experiences.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Support Sales colleagues in their day to day activities and to assist them in achieving their personal and team objectives. Assist the Sales team with purchase orders. Manage and update inventory according to office and department's operational requirements. Compile and submit monthly reports, requisitions and statistics. Maintain department's operating manual, including policies, procedures, rules & regulations. Ensure efficient liaison, including the distribution of our sales correspondence and collateral to other hotels. Assist with the co-ordination of direct mail campaigns on behalf of sales and marketing, labelling, data collection and distribution of mail items. To handle incoming calls and enquiries promptly and according to operating standards. Conduct telesales research of existing/new clients within set guidelines. Assist in administrative duties such as preparing meeting minutes, project coordination, travel arrangements etc. Other ad-hoc duties as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	11 Canning Walk, (S) 178881
Sales Manager, Corporate 	<ul style="list-style-type: none"> BA degree in Marketing from a reputable university or any related field. Minimum 5 years of experience in similar position in hospitality industry (5* Hotel or resort). 	The Sales Manager will be responsible for managing and growing corporate accounts. The ideal candidate will have a strong background in hospitality sales. In addition, responsible for strategies, implementation, market performance and meeting budget, forecast, and optimal business mix targets. Strategies will include pricing, status, direct sales, market mix, marketing, and public relations.	44 hours per week 11 Canning Walk, (S) 178881

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communication skills, English is a must. • In-depth knowledge of marketing techniques and best practices. • Excellent negotiation and leadership skills. • Excellent computer skills. • Excellent management skills. • Strong planning and budgetary skills. • Confident and dynamic personality. • Strong analytical and project management skills. • Creative. • Good business awareness including external markets and competitor positions. • Good knowledge of policies and procedures, their development and applications. • High coaching skills are a must in order to maintain the positive and supportive role with the managers and teams. • Excellent Interpersonal and communications skills. • Highly cooperative team spirit. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Sales Manager may require long working hours, and frequent visits to different venues. 	<p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Develop and execute sales strategies to maximize revenue from all corporate accounts. • Identify, prospect, and secure new business opportunities while maintaining strong relationships with existing clients. • Conduct regular sales calls, site visits, and presentations to key decision-makers in corporate and leisure sectors. • Work closely with the revenue management and marketing teams to ensure optimal pricing and promotional strategies. • Negotiate contracts and agreements with corporate clients, travel agencies, and tour operators. • Prepare and analyze sales reports, forecasts, and performance metrics to drive continuous improvement. • Assist in planning and implementing sales strategies for the rooms department. • Work closely with Front Office, Reservations, and Housekeeping to optimize room sales and guest satisfaction. • Prepare proposals, contracts, and monthly sales forecasts. • Follow up with customers for feedback and address service concerns. • Attend monthly sales meetings to share updates and suggest improvements. • Foster positive relationships within the organization and with external partners. • Handle any other tasks assigned by management. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicate professionally with subordinates while keeping a productive working environment. • Coordinates with different departments to guarantee effective communication. • Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Covering different shifts and working during public holidays. 		
Sales Manager, Leisure 	<ul style="list-style-type: none"> BA degree in Marketing from a reputable university or any related field. Minimum 5 years of experience in similar position in hospitality industry (5* Hotel or resort). Excellent communication skills, English is a must. In-depth knowledge of marketing techniques and best practices. Excellent negotiation and leadership skills. Excellent computer skills. Excellent management skills. Strong planning and budgetary skills. Confident and dynamic personality. Strong analytical and project management skills. Creative. Good business awareness including external markets and competitor positions. Good knowledge of policies and procedures, their development and applications. High coaching skills are a must in order to maintain the positive and supportive role with the managers and teams. 	<p>The Sales Manager will be responsible for managing and growing Leisure accounts. The ideal candidate will have a strong background in hospitality sales. In addition, responsible for strategies, implementation, market performance and meeting budget, forecast, and optimal business mix targets. Strategies will include pricing, status, direct sales, market mix, marketing, and public relations.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Develop and execute sales strategies to maximize revenue from all leisure accounts. Identify, prospect, and secure new business opportunities while maintaining strong relationships with existing clients. Conduct regular sales calls, site visits, and presentations to key decision-makers in corporate and leisure sectors. Work closely with the revenue management and marketing teams to ensure optimal pricing and promotional strategies. Negotiate contracts and agreements with corporate clients, travel agencies, and tour operators. Prepare and analyze sales reports, forecasts, and performance metrics to drive continuous improvement. Assist in planning and implementing sales strategies for the rooms department. Work closely with Front Office, Reservations, and Housekeeping to optimize room sales and guest satisfaction. Prepare proposals, contracts, and monthly sales forecasts. Follow up with customers for feedback and address service concerns. Attend monthly sales meetings to share updates and suggest improvements. Foster positive relationships within the organization and with external partners. Handle any other tasks assigned by management. <p>Communication & Working Relationships:</p>	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent Interpersonal and communications skills. Highly cooperative team spirit. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Sales Manager may require long working hours, and frequent visits to different venues. Covering different shifts and working during public holidays. 	<ul style="list-style-type: none"> Communicate professionally with subordinates while keeping a productive working environment. Coordinates with different departments to guarantee effective communication. Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel. 	
Security Manager 	<ul style="list-style-type: none"> Candidate must possess a valid Security License issued by the Police Licensing and Regulatory Department. Minimum 1 year of relevant working experience in similar capacity in the hospitality industry. Knowledge of fire safety and first aid would be an advantage. Able to work shifts including weekends and public holidays. Assist the Security Manager in problem solving with a can-do attitude. experience in Crisis Management and part of the Emergency Response Team. Possess other relevant certifications such as CERT, OFA+AED added advantage. <p>Physical Requirements of the job:</p>	<p>This position is responsible in ensuring a safe environment for the hotel employees and guests, and safeguards the assets of the hotel. The Security Manager assists the Management, employees and guests in every way that is consistent with the protection and prevention objectives.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepare monthly staffing schedules, monitoring staff attendance and assist in planning work schedules. Maintain a hotel logbook on incidents, complaints etc. and refer them, if required to the appropriate department for follow up action. Handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, and guests of the Hotel. Be proactive in guests' requests and anticipate Safety needs according to Singapore's events. Maintain a high level of controlling details within the guest areas. Conform to and enforce Security policies, procedures, rules, and regulations as laid down by METT and the hotel in order to achieve the highest levels of uniformity and guest service. Prepare the annual capital and operating budgets for the Department. Ensure that all potential and real Hazards are reported immediately and rectified. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. 	<ul style="list-style-type: none"> Be fully familiar of the Emergency Procedures, Policies and Standard Operating Procedures as established by the Hotel. Assist in safety and emergency training for all employees. Ensure that all emergency procedures are rehearsed, implemented and enforced to provide for the security and safety of guests and employees. Ensure the safety of the persons and the property of all within the premises by fairly applying Hotel Regulations by strict adherence to existing laws, statutes etc. Ensure all staff within the department work in a manner which is safe and unlikely to give risk of harm or injury to selves or others. Use safe manual handling techniques and practise safe work habits following Accor Health, Safety and Environment policies, maintain procedures to minimise our impact on the environment and prevent pollution. Perform other duties as directed by the General Manager. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicates professionally with superiors and subordinates while keeping a productive working environment. Assist the Security Manager in problem solving with a can-do attitude. 	
Security Officer	<ul style="list-style-type: none"> Candidate must possess a valid Security License issued by the Police Licensing and Regulatory Department. Minimum 1 years of relevant working experience in similar capacity in the hospitality industry. Knowledge of fire safety and first aid would be an advantage. Able to work shifts including weekends and public holidays. Assist the Security Manager in problem 	<p>As a Security Officer, we rely on you to:</p> <ul style="list-style-type: none"> Responsible for maintaining adequate and effective security measures for the resort. Ensuring maximum protection is given to the guests. Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents. Handle all incidents in a professional and timely manner. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Actively participate in the day-to-day security operations of the hotel to ensure the safety and security of all guests, employees and property. Provide necessary assistance to guests and employees in a friendly and tactful manner. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>solving with a can-do attitude.</p> <ul style="list-style-type: none"> • experience in Crisis Management and part of the Emergency Response Team. • Possess other relevant certifications such as CERT, OFA+AED added advantage. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays 	<ul style="list-style-type: none"> • Enforce the company policy and procedures relating to safety and security. • Responding to all incidents involving hotel guests and employees. • Keeps surveillance on potential criminals and activities and to maintain peace and order within the hotel premises and to take appropriate remedial action if necessary. • Conduct investigations and submit reports on incidents affecting guests and employees. • Carry out patrolling duties around and within the hotel compound. • Perform access control duties at the Security Office and managing of CCTV surveillance. • Managing of crowds and traffic controls during peak periods. • Respond to all emergency situations including fire alarms, medical assistance and emergency evacuation. • Carry out other duties as assigned by the Security Manager or Hotel Management. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Assist the Security Manager in problem solving with a can-do attitude. 	
Senior Maintenance & Electrical Technician 	<ul style="list-style-type: none"> • Minimum Professional Certificate/ NITEC/ Diploma in Engineering. • Minimum 2 years of proven working experience in similar position. • Basic in English language. • Understanding of advanced principles of air conditioning, refrigeration, and heating. • Proficient in balancing air and water treatment systems in line with HVAC protocols. 	<ul style="list-style-type: none"> • Reporting to the Facilities Manager, the Senior M&E Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Shift Engineer with the design of a preventative maintenance program. • Carrying out minor repairs at guest rooms or public areas. • Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel. • Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in reading schematics and work plans. • Good written, verbal, and interpersonal skills. • Communication and project management skills. • Ability to work in confined spaces. • Positive and high energy level. • Highly cooperative team spirit. • Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job - The job of the HVAC Technician may require:</p> <ul style="list-style-type: none"> • Attending the operations (after duty hours) in case of emergencies and should always be reachable by phone. • Require to work rotating shift (day, afternoon, night). • Long hours and working during public holidays. • Work in confined spaces. • It also necessitates some physical handling of products, including lifting and transportation. 	<p>tiles, vinyl tiles, long bath grouting, pipe duct and staircases.</p> <ul style="list-style-type: none"> • Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system. • Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps. • Assist other technicians to perform other jobs as required by Management within and outside hotel premises. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Coordinate with different departments to guarantee effective communication. 	
Senior Pastry Chef 🍳	<ul style="list-style-type: none"> • Certified Culinary Arts Diploma • Minimum 5 years as Pastry Chef • Good knowledge of different types of pastries and desserts 	<p>The Senior Pastry Chef is responsible for operating the pastry section of the kitchen while working closely with the Head Chef and pastry team.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Manages day-to-day operations of the pastry and bakery section of the kitchen. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior management experience in a similar kitchen environment • Fluent in English • Good knowledge of kitchen policies and procedures, their development and applications • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics • Ability to maintain high quality control standards • Ordered and systematic in work • Excellent interpersonal, communication and management skills • Strong planning and budgetary skills • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams • Highly cooperative team spirit • Excellent leadership skills and the ability to lead by example in a multicultural environment • Problem-solving skills and Creativity 	<ul style="list-style-type: none"> • Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes. • Develop, design and create new ideas and items for pastry kitchen. • Create new and exciting desserts to renew menus and engage the interest of customers. • Ensure excellent quality throughout dessert offerings. • Follows proper handling and right temperature of all food products. • Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. • Supervise and coordinate all pastry and dessert preparation and presentation. • Monitor stocks of baking ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. • Attends food seminars and exhibitions. • Performs other duties pertinent to this job as assigned. • Communication & Working Relationships: • Communicates professionally with the supervisor in charge. • Communicates report and kitchen operational issues on a daily basis with the Head Chef. • Works closely with subordinates to ensure information transmission at all times. 	
Sommelier 	<ul style="list-style-type: none"> • Certification as a Sommelier or a Degree in Hospitality is beneficial. • Previous experience as a Sommelier, Wine Steward, or in a Hospitality role in fine dining concept. 	<p>Sommelier is to offer recommendations on the best pairing to the guests. Sommelier responsibilities include wine serving and upselling and providing the wine selections to the guests and providing assistance to the Service team members when it is necessary.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Sommelier Team in all tasks. • Assist guests with wine selections in a helpful, thoughtful, and gracious manner. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Extensive knowledge on wines and regions of the different types. Knowledge of local vineyards and wineries. An understanding of the wine making process. Ability to perform manual labor. <p>Physical Requirements of the job - The job of the Sommelier may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift, up to 10 hours. 	<ul style="list-style-type: none"> Ensure wines are served at the right temperature and within the proper glassware. Informing guests on the variety of wines available. Store open bottles properly to maintain taste. Training FOH team members on available wines in the absence of Assistant Head Sommelier or Head Sommelier. Complying with health and safety regulations. Performs other duties pertinent to this job as assigned. Communication & Working Relationships: Interacts closely with Bar & FOH team and promotes an image of professionalism and gallantry at all time. Work closely with Sommelier team to update wine list when it is necessary. 	
Sous Chef 	<ul style="list-style-type: none"> Certified Culinary Arts Diploma. Minimum 2 years as Sous Chef / Junior Sous Chef in similar concepts. Good knowledge of different types of cuisines especially Japanese, Peruvian. Prior management experience in a similar kitchen environment. Fluent in English. Good knowledge of kitchen policies and procedures, their development and applications. Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. Ability to maintain high quality control standards. Excellent interpersonal, communication and management skills. 	<p>The Sous Chef is responsible for Updating the Executive Chef about the daily kitchen activities and the kitchen team. Ensuring the preparation and presentation of food is in line with company standards and brand requirements.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assists the Executive Sous Chef and Executive Chef in the daily operation of the kitchen. Replaces the Executive Sous Chef during vacations and leaves and taking care of the kitchen's overall activities. Observes compliance with the company's policies and procedures, as well as governmental laws and regulations. Ensures accuracy and quality of received food products and other supplies as required for daily operations. Ensures submission of all relevant documents to Executive Chef for immediate processing. Inspects products quality during and after preparation, and makes adjustments as required. Assists Executive Chef in inspecting all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards. Meets customer requirements in terms of special requests and dietary needs. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong planning and budgetary skills. High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. Highly cooperative team spirit. Excellent leadership skills and the ability to lead by example in a multicultural environment. Physical Requirements of the job: The job of the Sous Chef may require: Physical handling of products such as handling objects up to 25 kilograms. Moderate exposure to high temperatures, dust, fumes, smoke, and loud noises. Long working hours, working during holidays, and covering different shifts (night shifts and weekends). Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> Collaborates with Executive Chef regarding special requirements, VIPs, functions, etc. Ensures the proper appearance (condition of uniforms) and grooming of all kitchen staff. Monitors daily attendance of kitchen staff and arrange production planning smoothly. Constantly develop skills and knowledge. Performs other duties pertinent to this job as assigned. Communication & Working Relationships: Communicates professionally with the Executive Chef and Kitchen Management. Communicates report and kitchen operational issues on a daily basis with the Kitchen Management. Works closely with subordinates to ensure information transmission at all times. 	
Steward Supervisor 	<ul style="list-style-type: none"> Diploma or Hospitality Degree with an emphasis on hygiene and safety. Minimum 3 years of experience in similar positions – preferably in 5 stars hotel. Good knowledge of dishwashing and chemicals. Good in English. 	<p>The Steward Supervisor is responsible to train, lead and monitor Stewarding Attendants to maintain cleanliness and organization of:</p> <ul style="list-style-type: none"> The Stewarding Department, Kitchen and all Central Kitchen sections. Food service-related materials and equipment. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Ensuring the highest levels of efficiency, cleanliness, organization and service in day-to-day operation. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Computer knowledge. • Excellent communications skills. • Detail oriented. • Problem-solving skills. • Highly cooperative team spirit. • Coaching and training skills. • Positive and energy level. • Ability to work safely in a fast-paced kitchen environment. • Ability to work in a high stress, faced-paced environment. • Must possess strong leadership skills, with demonstrated ability to build relationships and manage staff (at all levels). <p>Physical Requirements of the job - The job of the Steward Supervisor may require:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays. • Hazardous environment. • Physical handling of products such as handling objects up to 25 kilograms. • Stressful conditions. 	<ul style="list-style-type: none"> • Prepares the stewards schedule to ensure that the store will be kept clean through appropriate planning and organization of staff. • Fill all paper works of the Hygiene and Safety as per standard (Cleaning Check Lists, etc.). • Coaching and training of stewarding attendants in all positions in order to improve performance and to achieve the department's objectives and targets. • Implement and train staff on integrating proper cleaning, sanitation, and hygiene habits. • Ensure that all staff have the proper tools and training for day-to-day operations. • Ensures the proper practices are being adopted in the store from Food safety, food and equipment sanitation, and personal hygiene in all store internal and external areas. • Observes compliance with the company's policies and procedures. • Follows up on pending maintenance orders and ensures prompt repairs. • Rotation schedule of new employees and trainees. • Assigns tasks and responsibilities to subordinates and validate their job descriptions. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Ensure the cleaning schedules are fully implemented according to policies and procedures. • Control chemical cost and its usage in right manner. • Conduct and follow up inventory on all kitchen utensils and cutlery. • Performs other duties pertinent to this job as assigned. • Communication & Working Relationships: • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Trains and coach Stewarding attendants on personal and work relayed hygiene, cleaning techniques and skills. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Supervisor	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar positions in a high-volume, fine dining restaurant. • Good in English. • Good communications and interpersonal skills. • Customer oriented with a positive attitude and smiling face. • Cooperative and self-giving team player. • Ability and willingness to perform under stress. • Positive and high energy level. <p>Physical Requirements of the job - The job of the Supervisor may require:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling trays. • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<p>The Supervisor will work closely with the Restaurant Manager to ensure all operations are in line with company procedures, supervise team members, ensure quality and hygiene standards are met.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Keeps the Restaurant Manager up to date with relevant issues in the restaurant and gets their input and advice where necessary. • Provide exceptional guest service, thereby setting the standard for all employees. • Coaching and training of staff, in order to improve performance and to achieve the department's objectives and targets. • Discipline team members through ongoing feedback and the establishment of performance expectations. • Conduct the closing and opening procedures consistently and thoroughly. • Assigns tasks and responsibilities to subordinates and validate their job descriptions. • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. • Daily check up on the smooth performance of all restaurant machinery and equipment. • Ensures the proper practices are being adopted in the restaurant from Food safety, food & equipment sanitation, and personal hygiene in all restaurants internal and external area. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>
Uniform/ Linen Attendant	<ul style="list-style-type: none"> • Minimum Secondary School Education. • Basic written and spoken English. • Able to handle heavy loaded trolleys, linens and amenities. 	<p>Responsible for the maintenance of all linen, laundry and uniforms according to the Hotel's standards.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Count and send out dirty linen and uniforms to the Laundry as well we the receipt of clean linen and uniforms. 	<p>44 hours per week</p> <p>11 Canning Walk, (S) 178881</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to walk extensively to and from the loading bay. Able to work independently. Willing to work various shifts, including mornings and afternoons, as well on public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Housekeeping Attendant may require long working hours. 	<ul style="list-style-type: none"> Managing guest laundry (record, count, verify, deliver and posting charges), communicate with guest in any laundry issues. Count and distribute clean linen and uniforms to the different hotel outlets. Manage in house uniforms, maintain proper records and uniforms in out for on boarding and leaving associates. Communicate with relevant departments to raise uniforms fittings, sizing and adjustment when required. Report to Supervisor and send linen and uniforms that require repair or alteration to the tailor. Manage and record linen losses, condemned, rewash and inventory. Work closely with laundry vendors for collection and delivery timing. Understanding of linen and laundry operations systems. Understanding Opera and operations system use. Work closely and coordinate with Housekeeping team in ensuring smooth operations. Keep and maintain special linens (baby essentials, special pillows, spare duvet inserts and blankets). Monitor and manage all uniforms available in the Hotel for usage allocation. Maintain equipment in a proper state of cleanliness. Be well versed in Hotel fire & life safety / emergency procedures. Attend all briefings, meetings and trainings as assigned by management. Assist in stock receiving and invoices keeping when needed. Assist in receiving office phone calls and record in log book. Able to multitask, able to take on different projects and tasks assigned by superiors. Perform other duties as directed by the management. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
Waiter	<ul style="list-style-type: none"> Minimum 1-2 years of experience in similar 	The Waiter is responsible for representing the restaurant and providing high levels of customer	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>positions in a high-volume, fine dining restaurant.</p> <ul style="list-style-type: none"> • Good in English. • Good communications and interpersonal skills. • Customer oriented with a positive attitude and smiling face. • Cooperative and self-giving team player. • Ability and willingness to perform under stress. • Positive and high energy level. <p>Physical Requirements of the job - The job of the Waiter may require:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling trays. • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<p>service to all diners to ensure they have a memorable experience and return again.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Knows and uses the service guidelines by the brand guideline. • Prompt, and courteous greeting of customers. • Assists the Head Waiter in taking orders. • Deliver food to customers on the table in an accurate and timely manner. • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. • Follow sequence of service standards as per brand guidelines. • Have a complete and thorough knowledge of all menu items to be able to describe and make suggestive selling to customers. • Ensure food quality and consistency is always delivered. • Manage the set up and close down of tables within section. • Ensure tables are turned around and ready with minimal delay. • Maintain cleanliness and hygiene standards. • Ensure the cleanliness and refilling of condiment sets and napkin containers. • Always keeps all workstations and equipment as clean as possible. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	<p>11 Canning Walk, (S) 178881</p>

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Devan Nair Institute for Employment and Employability
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Sundays & Public Holidays: Closed

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