



Frasers Hospitality Pte Ltd is the hospitality arm of Frasers Centrepoint Limited, a leading Singapore-based property group that is a wholly owned subsidiary of listed conglomerate Fraser and Neave, Limited.



HELP US MAKE THE DIFFERENCE

Here is your opportunity to grow with Frasers Hospitality Pte Ltd, a globally renowned serviced residence owner and management company with Gold-Standard properties across Europe, North and Southeast Asia, the Middle East and Australia.

Under the Fraser Suites, Fraser Place and Fraser Residence banners, we meet the unique needs of executive travellers by providing the Frasers Difference. Now you have a chance to make a difference too as we expand our global footprint.

HOUSEKEEPING SUPERVISOR

You will provide supervision for the execution and coordination of all housekeeping services to achieve a level of comfort and satisfaction that exceeds residents' expectation and which is cost effective and operationally viable.

Requirements

- Min 2 to 3 years experience as Housekeeping Supervisor.
- Min GCE 'O' level qualification and/or WSQ Certification in Accommodation Operations or equivalent.
- Able to work on weekends and public holidays and rotating shifts.

CLIENT RELATIONS EXECUTIVE

You will handle the check-in of residents including the processing of their reservations and rooming. Your duties include conducting site inspections, organize and implementing resident programmes. Manage the breakfast lounge, business centre activities and perform night audit duties.

Requirements

- Min GCE 'O' level qualification and/or WSQ Certification in Accommodation Operations or equivalent.
- 1 to 2 years experience in Front Office operations within the hospitality industry is preferred.
- Computer literacy and understanding of office administration.
- Able to work on weekends & public holidays.

CONCIERGE

You will attend to residents' needs i.e. to handle all portering, mail/message services, postage, information queries, PABX. Besides that, you need to maintain proper records for all incoming/outgoing items for storage/delivery, providing care and diligence on resident's belongings during arrival, departure and apartment change.

Requirements

- Min GCE 'O'/'N' levels qualifications or equivalent with a pass in English.
- 1 to 2 years related experience in the hospitality industry preferred.
- Able to work on weekends, public holidays and 3 rotating shifts.
- Bell Captains & Senior Porters are welcome to apply.

MAINTENANCE TECHNICIAN

You will ensure the proper functionality of the property to achieve a level of comfort and satisfaction that exceeds residents' expectation. Your job duties include carrying out daily and periodic maintenance work to ensure the functionality of the Apartments, Residents' Common Area, Public Areas, Staff Common Areas, Offices and Workstations, to achieve zero defects.

Requirements

- NTC certification is required with 2 years relevant experience in Electrical, Mechanical discipline.
- General knowledge of internal working of operating equipment.
- Able to speak and understand conversational English.
- Customer Service oriented.

HOUSEKEEPER

You will ensure the cleanliness and orderliness of the apartments, to achieve a level of comfort and satisfaction that exceed residents' expectation.

Requirements

- Relevant knowledge in apartment/ kitchen cleaning.
- Experience in Linen is preferred.
- Able to understand and converse in English.
- Able to work on weekends and public holidays.
- Part-timers are welcome to apply.

SERVICE ASSISTANT

You are required to prepare, cook and serve food & beverages in accordance with the café's service standards in order to ensure guest satisfaction. Wash and clean all equipment, utensils and crockery as and when needed as well as check and replenish all food & beverages stocks as per par requirements.

Requirements

- Relevant knowledge in basic F&B service and culinary skills.
- Able to work on rotating shift work as well as weekends and public holidays.
- Permanent part-timers are welcome to apply.

We want YOU to be part of us!

Walk- In Interview

Thursday & Friday (10 & 11 June 2010)
9.00am – 12.30pm & 2.00pm – 6.00pm
(Please make a copy of your certificates & NRIC)

@ The Centrepoint (#06-02)

176 Orchard Road, Singapore 238843

For enquiries, please contact: 62772 120/190/661

If you can't make it for the Walk-in Interview, you may send your detailed resume indicating current and expected salaries by **11 June 2010** to:

Head, Human Resource Frasers Hospitality Pte Ltd

438 Alexandra Road #02-00, Alexandra Point, Singapore | 19958
or email to: fsrhr@frasershospitality.com
(We regret that only shortlisted candidates will be notified.)

For more information on Frasers Hospitality, please visit
www.frasershospitality.com.