



Title: Housekeeping and Laundry supervisor

Reports to: Site manager

Summary of Position:

Organize and manage housekeeping and laundry operations, ensure customer satisfaction

Duties & Responsibilities:

- Ensure smooth work environment
- Manage laundry and housekeeping operations
- Employee relations and satisfaction
- Employee trainings of equipment use
- Employee schedules and conflict resolution
- HSE standards implementation
- Oversee employees
- Ensure proper ironing and cleaning of the items
- Frequent check of operation needs
- Ensure implementation of company policies and procedures
- Be available to fill in as needed to ensure the smooth and efficient operation of the Alp Is as directed by the immediate supervisor

Qualifications:

- University graduate (Hospitality Management, operations and business management)
 - Previous work experience required
 - Strong management skills required
 - Creative skills required
 - Turkmen, Turkish and Russian languages are preferences
 - Basic computer skills required
 - Should be able to work in stressful environment
 - Should be clean, organized and responsible
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