



## VACANCY

### **Furniture, Furnishings and Equipment Clerk (Permanent)**

Sandy Lane Hotel, an exclusive AAA Five Diamond resort and a member of Leading Hotels of the World, is seeking to recruit a Furniture, Furnishings and Equipment (FF&E) Clerk.

#### **The Role**

The FF&E Clerk will be responsible for the maintenance of all the hotels' furniture, furnishings and equipment.

#### **Key Responsibilities:**

- Conducts monthly inventory of all FF& E in the resort including villas owned by the hotel and submits the information to the Assistant Executive Housekeeper
- Performs regular checks on a rotation basis of all FF&E items in rooms and public areas and submits weekly task report to the Assistant Executive Housekeeper
- Maintains accurate records of purchase and cheque requests and ensures that they are filed in a safe and neat manner. Ensures timely submission of payment to suppliers both local and overseas
- Receives delivery orders and signs to confirm that all goods are as per purchase order and ensures that they are all filed and recorded in a safe and neat manner.
- Is required to assist with the clearing of containers that include stock for the department
- Ensures that the work environment including filing cabinets and their records is kept neat and tidy at all times
- Reports items that need attention either for cleaning or recovering to the Assistant Executive Housekeeper or designated manager
- Ensures that the tagging procedure is adhered to by all departments in the hotel and this procedure is followed through with a weekly report
- Liaises with suppliers as requested by the Assistant Executive Housekeeper and assists with the clearance of containers ordered by Accommodation Services
- Ensures that contractors observe safety procedures and guidelines as set out by the hotel when they are on site or engaged by the hotel

#### **Our ideal candidate must possess:**

- A minimum of secondary education with passes in English Language and Mathematics
- A valid driver license along with knowledge of basic carpentry and electrical skills
- Good communication and interpersonal skills as well as good business acumen
- Ability to converse with guests and communicate with Coaches and Champions
- Knowledge of the hotel facilities, services and amenities
- Knowledge of both incoming and outgoing courier services
- Good computer skills and proficiency in Microsoft Office Suite, in particular Excel
- Ability to change out of the colour schemes to finish in standing decor, that is befitting a 5-diamond standard
- Ability to handle pressure calmly and professionally in a busy environment.

The successful candidate must be in good physical condition to perform extensive walking, bending and stretching as well as lift up to 50 pounds.

To apply please submit application to [recruitment@sandylane.com](mailto:recruitment@sandylane.com).