



Example of Housekeeping Coordinator Job Description

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Our growing company is hiring for a housekeeping coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for housekeeping coordinator

- Handle all individual staff's personal file
- Ensure and follow up all invoices from all suppliers come on time
- Monitor and control the monthly expenses
- Monitor and coordinate stock delivery
- Coordinate directly with supplier for stock delivery
- Record and monitor stock balance
- Monthly expenses control sheet
- Monthly actual expenses breakdown
- Prepare internal Birthday calendar on monthly basis
- Take, type and distribute minutes of meetings

Qualifications for housekeeping coordinator

- At least six years of custodial experience in the commercial/corporate industry, including four years in a supervisory capacity
- Knowledge of materials and equipment used in custodial/maintenance work
- Ability to determine maintenance and custodial needs of building facilities
- Ability to maintain records and compile reports related to custodial and maintenance activities
- Ability to supervise a medium to large-sized staff of subordinate supervisors, custodial workers, and semi-skilled maintenance repairmen

