



THE FULLERTON HOTEL
SINGAPORE



Delphi Administrator

- Delphi software administration and maintenance of Delphi applications
- Formulate and implement system standards and procedures in accordance to Hotel operational requirements
- Audit data-entry in Delphi to ensure Hotel Standard Operating Procedure compliance
- Maintain Delphi Training Manuals, develop, improve and document existing processes/applications
- Conduct periodical trainings for current & new users
- Generate daily, weekly, and monthly sales, catering & F&B reports for key leaders
- Analyse & troubleshoot user's requests
- Plan & prioritise work assignment/projects
- Perform daily system backup & work closely with IT department
- Frequent interaction with Delphi users is required so that proper standards & user adherence to system policy is maintained, thus minimizing revenue losses
- Ability to liaise with vendor Newmarket / Delphi customer support

Requirements

- Proficient in Delphi Multi Property Edition (MPE) will be an added advantage
- Organised and able to work in a fast paced environment
- Able to work independently
- Prior knowledge in Hotel management is preferred
- Microsoft Skill set is mandatory
- Team player, Good Interpersonal Skills & Dependable

To apply for the above positions, please send your full resume to careers@fullertonhotel.com.