



THE FULLERTON HOTEL  
SINGAPORE



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### **Duty Manager**

- To ensure that all VIP arrival rooms are checked and the amenities in the room prior the guest's arrival.
- To welcome and bid farewell to all VIP guest.
- To develop and maintain close business contact with house guest to provide personalised service whenever possible
- To be proactive in thinking, to be able to react fast to problems, and to make sound management decisions
- To be well informed of hotel facilities and activities and be able to answer all inquiries
- To handle complaints or incidents/accidents occurring in the hotel and report the incidents handled accordingly in the Log Book maintained for this purpose.

### **Requirements :**

- Positive working attitude and customer service oriented.
- Excellent communication skills – both written and verbal
- Excellent organizational and time management skills
- Able to work on rotating shifts, public holidays and weekends.

To apply for the above positions, please send your full resume to [careers@fullertonhotel.com](mailto:careers@fullertonhotel.com).