



## Housekeeping Project Coordinator

Job Type: Part-time

### Housekeeping Project Coordinator

Extra Hands is looking to hire a Housekeeping Coordinator that can assist with both cleaning rental properties and assist in administrative duties. Basic computer skills and a working knowledge of Microsoft Excel and Word required. One year related housekeeping/customer service is preferred. See summary of responsibilities below for position details.

#### Summary of Responsibilities:

Reporting to the executive staff, responsibilities and essential job functions include but are not limited to the following:

- Completing rental property house cleanings as needed.
- Will communicate with housekeeping team to coordinate work assignments.
- Inspect completed work.
- Work closely with all management, communicating day to day updates and changes.
- Communicate with housekeeping team once cleaning is finished and complete reports.
- Perform various duties pertaining to departmental scheduling, timesheets and reports
- Create and update housekeeping checklists and photos.
- Follow company policies, procedures and service standards.
- Training and developing new housekeeping staff
- Support the executive staff with all administration needs.
- Perform other duties as assigned.

#### Knowledge and skills

- Detail oriented with organizational skills
- Ability to give high priority to customer service
- Must be people oriented and able to work independently or with others as needed
- Knowledge of cleaning equipment, chemicals, and procedures
- Basic computer skills
- Ability to work weekends, mornings, evenings, and some holidays
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry repetitively and for long periods of time

#### Qualifications:

- One (1) year experience in administrative support
- One(1) year experience in housekeeping/customer service
- Excellent communications skills
- Able to multi-task and navigate high-stress situations
- Organized and highly detailed

Please send in resume to [info@theextrahands.com](mailto:info@theextrahands.com)