



JAC Recruitment

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Indonesia

PR/123013 | Executive Housekeeper - Preopening (5 Star Hotel)

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1544844

Industry

Tourism

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:47

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location: Ubud, Bali**Level: Head of Department****Specific Condition: 1 Year Contract**

A 5 Star Hotel in Ubud, Bali is looking for an experienced **Executive Housekeeper** to lead its **pre-opening phase**. This role will be responsible for setting up the entire housekeeping department, recruiting the team, establishing standards, and ensuring everything is in place for a successful soft opening.

Qualifications:

1. **Fluent in English (MUST)**
2. **Have experiences in 5-star Hotel with minimum 3 years experiences (MUST)**
3. **Solid background in hotel housekeeping (non-negotiable)**

4. Can join immediately
5. Previous pre-opening experience is highly preferred

Responsibilities:

1. Recruit human resources and set the standards for all the operational functions to ensure a successful opening.
2. Identify the department training needs, develop the training plan.
3. Ensure the department is fully prepared by the soft opening timeline.
4. Manage the day-to-day operation, leading and supervising a large team of Room Attendants to achieve high standards of cleanliness and luxury.
5. Inspect Floors / Public Areas to ensure that facilities, equipment's and amenities are clean and are well maintained.

Think you tick all the boxes?Great!

After applying, **send me a DM on my LinkedIn (Milysa Tjandra) briefly explaining why you're the best fit** for this role.

Your next big career move starts here!

Company Description