



Understanding People

Housekeeping Supervisor | Hotel Pre-opening ハウスキーピングスーパーバイザー

Hotel operations exposure

Job Information

Recruiter

Specialized Group

Job ID

1593238

Industry

Hotel

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 25th, 2026 15:06

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

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Housekeeping Supervisor | Hotel Pre-opening Housekeeping SupervisorOur

client, a hotel in the hospitality industry, is seeking a Housekeeping Supervisor to join their pre-opening team. This role offers the opportunity to lead and organize housekeeping operations, ensuring high cleanliness standards and exceptional guest experiences from the hotel's opening onward.

Key Responsibilities:

- Supervise daily housekeeping operations in guest rooms and public areas
- Inspect guest rooms and public areas for cleanliness standards
- Coordinate room assignments and daily schedules for housekeeping staff
- Train and support housekeeping team for consistent service delivery
- Monitor inventory of linens, guest supplies, and cleaning equipment

- Coordinate with other departments for seamless hotel operations
- Ensure compliance with hotel hygiene and safety standards

Qualifications:

- Previous experience in hotel housekeeping operations
- Supervisory or team leadership experience is preferred but not mandatory
- Ability to work flexible schedules, including weekends and holidays
- Knowledge of hotel hygiene, safety, and sanitation standards
- Experience with housekeeping management software is preferred but not mandatory
- Strong communication skills for coordinating with Other Departments

Our hospitality hotel client is seeking a Housekeeping Supervisor to join their pre-opening team. This position offers the opportunity to lead and organize housekeeping operations to ensure high cleaning standards and an exceptional guest experience from the hotel's opening.

Key Responsibilities:

Supervise daily housekeeping operations in guest rooms and common areas
Inspect cleaning standards in guest rooms and common areas
Coordinate room assignments and schedules for housekeeping staff
Train and support the housekeeping team to ensure consistent service
Inventory management of linens, guest supplies, and cleaning equipment
Support smooth hotel operations through coordination with other departments
Ensure compliance with hotel hygiene and safety standards

Qualifications:

Experience in hotel housekeeping
Experience as a supervisor or team leader is a plus
Ability to work flexible shifts, including weekends and holidays
Knowledge of hotel hygiene, safety, and sanitation standards
Experience with housekeeping management software is a plus
Excellent communication skills for coordinating with other departments

Company Description