



Housing Manager

Role Summary

This role is responsible for welcoming our associates to the staff housing and general coordination of arrivals, departures and room assignments along with complex upkeep.

Accountabilities

- Liaise with Human Resources department for new hire arrivals lists
- Liaise with Human Resources department for associate resignations to ensure housing clearance procedures are completed
- Ensure cleanliness of all new hire units prior to new hire arrival
- Handle associate complaints involving housing
- Communicate and problems or concerns to the Director of Human Resources
- Ensure all housing complaints are logged in the maintenance log book
- Ensure all tasks carried out as per maintenance logbook are delegated respectively
- Responsible for supervision and cleanliness of housing complex
- Assure that all the preventive maintenance, work orders and assignments are carried out in timely and cost effective manners
- Create housing related memos and forms as required
- Update associate shuttle schedule as required
- Update housing inventory and stock on a monthly basis
- Track all housing related keys and ensure proper storage in key cabinet
- Ensure any furniture or housing related items received in the housing are signed off, backed up and filed for future reference
- Update the housing notice board and ensure the HR notice boards are up to date
- Update housing mater logbook and room allocations as required
- Assist HR to implement all the existing rules and regulations of the housing complex
- Deal with associates in a courteous and friendly manner
- Ensure that associates rooms and public areas undergo consistent inspection in compliance with the Marriott SOP and LSOP
- Enforce the rules and regulations of staff housing
- Support organization of any HR related events within the hotel and housing
- Keep daily log book for all information such as accident reports, complaints, maintenance requirements, etc.
- Implement activities and ensure associate participation in all levels to increase engagement
- Perform any other duties and responsibilities assigned by the Director of HR

Requirements

- Able to read and write English.
- Ability to multi-task and organize time effectively and efficiently.
- Previous property management experience and asset.
- Previous hospitality experience an asset.



- Experience in maintenance and repair work an asset.

Working Conditions

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift

JW Marriott The Rosseau Muskoka Resort & Spa is an equal opportunity employer committed to hiring a diverse workforce. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources office.