



# **OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL**

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

## **ADMINISTRATIVE STAFF MEMBERS**

### **Facility Manager:**

#### **Responsibilities:**

Oversee the day-to-day operations and maintenance of all hotel facilities, ensuring smooth functioning and guest satisfaction. Develop and implement preventative maintenance plans to minimize downtime and maximize equipment lifespan. Manage a team of maintenance staff, assigning tasks, providing training, and monitoring performance. Respond promptly to maintenance requests and emergencies, ensuring timely resolution and minimal disruption.

Negotiate and manage contracts with service providers for building systems, maintenance services, and utilities.

Plan and manage facility improvement projects, including budgeting, scheduling, and vendor selection.

Adhere to all safety regulations and ensure a safe and healthy working environment for staff and guests.

Monitor energy consumption and implement initiatives to improve energy efficiency and reduce costs.

Maintain accurate records of maintenance activities, costs, and equipment inventory.

Prepare and present reports on facility performance and budget spending.

Collaborate with other departments to ensure seamless operations and a positive guest experience.

**Requirements:**

High school diploma or equivalent preferred.

Minimum of 2-5 years of experience in facility management, ideally in a hospitality setting.

Strong understanding of building systems and maintenance procedures. Excellent problem-solving, communication, and interpersonal skills.

Ability to work independently and as part of a team in a fast-paced environment.

Strong organizational and time management skills.

Budget management and financial planning skills (preferred).

Proficiency in relevant software for maintenance management and reporting (preferred).

e. Chief Security Officer

**6. MALL**

a. Sales Assistants

b. Cashiers

c. Stock Room Assistant

d. House Keeping

e. Manager

**7. BOUTIQUE**

a. Sales Assistants

b. Cashiers

c. Stock Room Assistant

d. House Stylist e. Manager

**Benefits:**

Competitive salary and benefits package. Opportunity to work in a dynamic and fast-paced environment. Career development opportunities within a growing hospitality company. Discounted hotel stays and access to hotel amenities. The chance to make a positive impact on the guest experience. If you are a highly motivated and

customer-oriented individual with a passion for hospitality, we encourage you to apply!

**To Apply:**

Please send your resume and cover letter to [hr@oyinsinternational.com] We look forward to hearing from you!