



JOB ADVERTISEMENT

MIDLAND REAL ESTATE COMPANY LIMITED

P.O.BOX 1523 DODOMA, TANZANIA

EMAIL: Midlandrealestate2022@gmail.com

Published 11th April 2022

Company description

Midland real estate, is a new company growing in real estate business. The main office located in Dodoma Tanzania. mainly concerned with renting furnished and unfurnished apartments to various guests visiting Dodoma for short- or long-term stay. The apartments are located to different areas around Dodoma.

For the best service to the furnished apartments and customer and for developing our company profile the company is searching for competent personnel to fill the following vacancy job positions;

Job title: Housekeeper (2 post)

Location: Dodoma

Reporting to: Apartment Manager

Job purpose:

The required personnel will be responsible for ensuring rooms and other areas of the apartments are kept clean every day.

Main Duties and responsibilities include

- Cleaning guestrooms mid-stay and after departure
- Making beds, Replacing dirty linens and towels
- Restocking guestroom amenities like toiletries, drinking glasses, and notepads
- Removing garbage, recycling, and room service trays
- Picking up and returning valet laundry items
- Organizing and stocking housekeeping carts
- Notifying the apartment manager about broken appliances, old light bulbs, or damage
- Refers any complaints to the apartment Manager as soon as possible
- Ensures that all guests are comfortable during their stay.

- Cleaning public spaces like lobbies, restaurants, and meeting rooms
- Cleaning back-of-house areas like office and employee changing rooms
- Reporting broken items or finished items to be used by customer to the apartment manager.
- Sorting, washing, drying, folding, ironing, and organizing all apartment laundry, which include towels, bed sheets, bathrobes, napkins, tablecloths, uniforms, and more
- Mixing and measuring soaps, detergents, and cleaning products

Qualification and Experience

- **Certificate in hotel management basically on house keeping and reservation from a reputable recognized institution.**
- **Minimum Form Four certificate supported with pass in English and Swahili language**
- Must have significant of 2 years experience in housekeeping, ideally in high level hotels or Well-organized apartments.
- Must be good at working as part of a team, have extremely high work standards, be self motivated, take pride in your work at all times and be conscientious.
- Must be fluent in speaking and writing English and Swahili language. Other international language spoken will be an added advantage.
- Must have computer skills especially in Microsoft word and Excel

Besides the academic requirements, housekeeping staff must have a strong work ethic and many soft skills, including:

- Attention to detail
- Guest-forward thinking
- Teamwork and collaboration
- Organizational skills and time management
- Listening skills
- Honesty and integrity
- High energy levels

Job title: Gardener (1 post)

Location: Dodoma

Reporting to: Apartment Manager

Job purpose:

Carrying out skilled gardening and general garden maintenance work involved in all aspects of maintaining a well-cared for garden area surrounding the apartments.

We are looking for a competent and reliable gardener to maintain our companies' gardens. You will be responsible for all general maintenance tasks related to the garden including planting new trees,

servicing garden machinery, conducting regular pruning and advising management of cost-effective methods.

To succeed in this role, you should be physically fit and able to manage all activities. The ideal candidate will be friendly, professional and possess in-depth knowledge of effective gardening techniques.

Responsibilities:

- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plant and nurture new trees, flowers and various plants.
- Work with hand
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

Requirements:

- Minimum Standard seven leaver or above.
- At least 2 years of proven experience in a similar works.
- In-depth knowledge of plants and gardening techniques.
- Friendly personality with excellent interpersonal skills.
- Solid understanding of health and safety rules and legislation.

Mode of application

Applicants should send their application letters enclosed with their detailed curriculum vitae, and should be submitted through the following email address:

midlandrealestate2022@gmail.com

Closing date for receiving applications is not later than **17th April 2022, 11:00pm**

Only shortlisted candidates will be contacted for the interview.