

Engineering Coordinator

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Company: Accor

Location: Bahrain

Category: business-and-financial-operations

Company Description

Mantis, part of the Luxury & Lifestyle division of Accor, is a leading, conservation-focused hotel group with curated hotels, eco-lodges and waterways experiences located all over the world. Sustainable travellers have been enjoying eco-tourism, safaris and adventure travel with Mantis since 2000. Rooted in conservation, Mantis pursues sustainable business practices and develops tourism products that are respectful of the environment and communities in which they operate. Whether small and intimate or vast and complex, on a sweeping African plain, beach-side escape or bustling city, each is an exceptional place for guests to find themselves. While uniquely different in the experiences they offer, all are linked through a collective obsession to be extraordinary, to be rare in a world that mass-produces sameness.

Job Description

Engineering Coordinator

The Engineering Coordinator plays a pivotal role by assisting with various administrative tasks, such as preparing reports for water, electrical, and LPG usage, maintaining inventory lists, managing employee documents, and reporting to the Director of Engineering.

Responsibilities also include tracking attendance, requisitioning maintenance items, and documenting maintenance requests, as well as providing support during emergencies and maintaining a safe work environment. Attendance at monthly training sessions and fire hydrant exercises is essential, along with handling additional duties like maintaining records,

arranging meetings, and assisting in financial reporting, all of which contribute significantly to the department's success.

What is in it for you:

Unleash the excitement: enticing rewards and unbeatable benefits are waiting for you!

Ignite your skills with our cutting-edge Academies for rapid professional growth.

Cultivate your talents and watch your career flourish, locally and globally.

Drive change through impactful Corporate Social Responsibility activities.

Immerse yourself in a vibrant work environment with extraordinary colleagues.

Join us on a direct path to success as we skyrocket to new heights!

Key Responsibilities:

Administrative Support: Assist in Engineering Department administrative tasks, including preparing water, electrical, and LPG reports, activity logs, and payroll documents. Maintain inventory and asset lists for tools, materials, and equipment, as well as managing employee documents and fostering good working relationships within the organization.

Attendance and Support: Prepare daily employee attendance sheets and submit them monthly. Aid in requisitioning items for resort maintenance and ensure proper logging of maintenance requests, along with recording materials used. Maintain cleanliness in engineering workshops and job sites.

Teamwork and Safety: Assist engineering crews in emergencies and manpower needs, ensuring punctuality, reporting major issues to superiors, and prioritizing safety in all tasks. Attend monthly fire hydrant exercises and job-oriented training sessions conducted by the Engineering Department and HR.

Additional Duties: Maintain information records and stationary stock, arrange meetings, take notes, and distribute information accordingly, as well as assisting in preparing information for monthly finance reports.

Qualifications

Education and Experience: Certification, or diploma required, with demonstrated experience

in administrative roles, preferably in an engineering or technical environment.

Organizational and Communication Skills: Strong organizational abilities to effectively manage schedules, documents, and meetings, coupled with excellent written and verbal communication skills for clear and concise correspondence with internal and external stakeholders.

Computer Proficiency: Advanced proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook) and familiarity with administrative software systems.

Attention to Detail: Keen attention to detail to ensure accuracy in record-keeping, document preparation, and data management.

Additional Information

Our commitment to Diversity & Inclusion: We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

Why work for Accor? We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

About Mantis Collection: Mantis is a boutique hospitality group that was founded by conservationist Adrian Gardiner in 2000, with its main focus predominantly in Africa and the Middle East. Mantis grew from Adrian's vision to restore and rewild degraded farmland which he developed into a widely-acclaimed Private Game Reserve. This was the first private game reserve in the Eastern Cape and the beginning of eco-tourism in a poverty-stricken province that had few opportunities outside of commercial farming. Adrian and the Mantis team successfully created a place where man and nature could co-exist sustainably. From this initial success, the Mantis model was then developed worldwide, understanding that consumers could use the Mantis portfolio as a mark of quality, consistency and character. Today the diverse portfolio of handpicked properties links up to create travel journeys, which offer guests the opportunity to experience the essence of the location in a setting of tailored luxury. Rooted in conservation, Mantis pursues sustainable business practices and develops tourism products that are respectful of the environment and communities in which they operate.

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