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<u>Title:</u> 职位名称	Storekeeper & Water Treatment Analyst 库管兼水处理员
<u>Department:</u> 部门	Engineering 工程部
<u>Hierarchy:</u> 等级	Reporting to Assistant Chief Engineer/Duty Engineer 向副总工/值班工程师
<u>Direct Subordinates:</u> 直接下属	N/A 不适用
<u>Indirect Subordinates:</u> 间接下属	N/A 不适用
<u>Category:</u> 类别	L6 6级

Responsibilities and Obligations/职责和义务:

- Handles suppliers when requested.
需要时与供应商进行沟通。
- Contact suppliers and outside contract service.
和供应商以及外来的承包商进行联系。
- Set up and systematic bin card system for all items in engineering store, including tools.
为工程部包括工具在内的所有库存物品建立完善的仓库记录卡系统。
- Prepare purchase request, check quotations, suppliers and contractor if Necessary, and follow up progress of purchase.
在需要时填写采购单, 核对报价、供应商、承包商等, 并跟进采购的进程。
- To keep a record of daily material consumption for compiling monthly report.
对日常消耗物资消耗量进行汇总, 用于完成每月报告。
- Issuing of tools and spare parts from engineering store and update daily store stock by computer.
从工程部仓库发出工具及备用件, 并每日核对库存。
- Must be able to handle high volume of work sometimes under pressure and meet deadlines.
能够在压力下处理繁重的工作并在临近期限时完成。
- Co-operate & liaise with his superior, various tradesmen.
与上级及各类零售商密切合作, 建立联络关系
- Do water treatment and records
每天进行水质检验并做记录
- Inspect boiler operation statement
检查锅炉运行情况.
- Do pollution discharge of boiler water
锅炉水排污.

Job Knowledge / Skill/专业知识技能:

- Co-ordinate with Engineering operation & Maintenance.
协调工程操作与维护保养的关系。

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- Especially need to strengthen contacts with Purchasing and Receiving
与采购以及收货保持稳固的工作联系。
- Be familiar with water treatment knowledge.
具备扎实的水处理知识。

Security, Safety and Health/保障，安全及健康：

- Maintains high confidentiality in regards to guest privacy.
关于客人隐私，保持高度机密性。
- Reports any suspicious behaviour of guests and staff to the General Manager and Security.
如遇客人或员工有任何可疑行为，及时向总经理及安保部门反映。
- Notifies housekeeper regarding lost and found objects.
遇到任何遗失物品，及时告知客房部。
- Ensures that all potential and real hazards are reported appropriately immediately.
适时及时地报告任何潜在或真实的危险。
- Fully understands the hotel's fire, emergency, and bomb procedures.
熟知酒店火灾，紧急情况以及爆炸疏散预案。
- Follows emergency procedures to provide for the security and safety of guests and employees.
遵守所有紧急疏散预案，以保证客人及员工安全。
- Works in a safe manner that does not harm or injure self or others.
以文明安全的方式工作，避免伤及自身及他人。
- Anticipates possible and probable hazards and conditions and notifies the Manager.
预见可能的危险或情况，并及时告知管理人员。
- Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.
保持最佳个人卫生，着装，仪容仪表，肢体语言状态及行为。

Competencies/能力要求：

Good professional technique & experience.
良好专业技术及相关工作经验


Work Conditions/工作条件：

Regular hours with extra times occasionally.
正常工作时间与偶尔的加班时间。

Date : _____
日期

Reviewed By : _____
审核人

Approved By : _____

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审批人 _____

I _____ understand and agree to the above Job Description and that as a policy of XYZ Hotels & Resorts, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

本人_____已了解并认可以上岗位职责，并知晓此岗位职责将作为海拉尔百府悦酒店的政策方针。乐于教授及乐于并接受学习是所有员工的职责。教授将帮助我们的同事发挥他们自身最大的潜能；乐于并接受学习将发展并提升个人技能。两者的最终目标是谋求最大的客人满意度。

Employee Signature
员工签字

Date
日期