

[CDI] Assistant Housekeeping Manager (H/F/X) / Temporary Contract / Méribel

Le Collectionist .

MISSIONS

Founded in 2014, Le Collectionist is the European leader in tailor-made luxury travel, bringing together spectacular homes with exceptional services and experiences, creating unforgettable holiday experiences for groups and families who believe holidays should be unique, lively, and shared.

Our portfolio spans over 50 iconic destinations - from coastlines and countryside escapes to snow-covered peaks and vibrant city streets. Every home is handpicked for its character, beauty, story, then paired with expertly selected services to create the perfect setting for every kind of gathering. It's a different way to travel: smoother, more intimate, and above all, freeing ?

With expert concierges supported by dedicated local teams, we take care of every detail - from thoughtful services for everyday comforts to fully bespoke, once-in-a-lifetime adventures rooted in local culture and tradition. Whether it's arranging a private chef or nanny, securing a vintage car, or privatising a museum, we bring your holiday vision to life.

This position is a 43h contract - to be filled for a duration of 4.5 months, starting from 1st of December 2026.

? Rôle :

As Assistant Housekeeping Manager, you are responsible for overseeing and coordinating the housekeeping team to ensure the highest standards of cleanliness and presentation across all chalets and common areas.

Your leadership will directly impact guest satisfaction by guaranteeing exceptional housekeeping service at all times.

?Responsibilities:

Team Supervision

- Coordinate and supervise external housekeeping teams, in particular by planning work schedules and allocating tasks.
- Monitor the teams' performance and ensure compliance with the company's quality, cleanliness and hygiene standards.
- Maintain a close working relationship with the managers of our partner cleaning companies, ensuring clear, professional and effective communication.

Quality Control

- Carry out regular inspections of all chalets and communal areas (bedrooms, bathrooms, kitchens, living rooms, etc.). Ensure high standards of cleanliness, hygiene and the overall presentation of the properties.
Respond promptly to guest feedback and ensure the effective resolution of any housekeeping-related issues.

Stock & Linen Management

Monitor stock levels of cleaning products, linen and consumables, and arrange for them to be restocked when necessary.

- Ensure that housekeeping storage areas are organised, clean and properly stocked.

- Oversee the forecasting of requirements, ordering and distribution of linen for all booked properties, ensuring its availability prior to arrivals, during mid-stay linen changes and for any additional requests from guests during their stay.
- Oversee the preparation, packaging and distribution of welcome amenities for each guest stay, ensuring that every property is fully stocked in accordance with company standards and guest expectations.

Budgeting & Accounts Control

(with the support and approval of the Housekeeping Manager)

- Help manage the housekeeping budget by monitoring expenditure and overseeing the financial control of the department's operations.
- Check, verify and process invoices from independent cleaning contractors and linen suppliers, ensuring they are accurate and submitted on time.
- Ensure that all costs relating to housekeeping and linen are correctly allocated and recorded in the internal accounting systems.
- Ensure the accurate invoicing of linen services for guest stays, as well as the re-invoicing of linen and housekeeping costs relating to owners' stays.

Interdepartmental Communication

- Work closely with the resort's other departments (maintenance, logistics, customer service) to ensure the smooth running of day-to-day operations.
- Work in coordination with the Housekeeping Manager on day-to-day operational requirements and guest expectations.
- Handle specific guest requests relating to housekeeping or cleanliness with discretion, professionalism and efficiency.

?? Working Hours and Specific Requirements: *Our on-site presence and industry standards require working on Saturdays and Sundays (hotel-industry model), particularly during the high season. Work is organized on a rotating basis with the rest of the on-site team, and overtime hours can be taken as time off in lieu.*

INFORMATIONS COMPLÉMENTAIRES

Synthèse de l'annonce

Annonceur

Le Collectionist .

Type de contrat

CDI

Salaire

Cf. texte de l'annonce

Télétravail

En présentiel

Lieu de travail

Les Allues

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