

We are currently recruiting a **Turnover Manager!**

Seeking extraordinarily organized, hands-on, resourceful, challenge-driven team-builder who can see the big picture while never missing a detail, and can think on their feet, troubleshooting any situation. We need you to be Comforts of Home's Turnover Manager for our 200+ student apartments. Apartment "turnover" means assessing apartments after groups of students depart, including the needs for cleaning, damage repair and inventory replacement, and then directing teams for cleaning, repair, and installation so each apartment is in perfect condition to prepare for the next group of arrivals.

Motivate and manage your team, finish apartment preparations on schedule, anticipate our customers' needs before they arrive... All backgrounds welcome to apply. Professional experience should include large-scale event or project management, hospitality or facilities operations, or anything else you can prove is relevant. Work for an international start-up with a fast-growing, energetic team and grow with our company!

Your main duties will include the planning and managing of apartment turnovers, supervising the turnover team, and, more precisely:

- Anticipating hiring needs, and recruiting and training your team,
- Organizing the members of your team and ensuring that all of their tasks are carried out to perfection in order to certify that each apartment is ready to welcome new clients,
- Managing your team on a daily basis, evaluating their work to be sure it is up to our standards, making them aware of our clients' expectations,
- Optimizing the way tasks are carried out and improving the way instructions are communicated to your team,
- Using project management tools to organize operations and turnovers according to departure and arrival dates of our clients,
- Coordinating your team's schedule with the schedule of the Facilities Administration team (particularly for cleaning and maintenance),
- Anticipating furnishing needs and coordinating with the Purchasing Manager to ensure the availability of necessary furniture and equipment within the given time frame,
- Tracking special changes to apartment layouts,
- Updating and communicating turnover procedures with different departments within the company,
- Identifying and vetting new service providers according to needs

Required skills and experience:

- Fluent English and French (written and spoken);
- Professional experience should include large-scale event or project management, hospitality or facilities operations, or anything else you can prove is relevant;
- Significant team management experience;
- Comfortable using Excel and other project management tools;
- French driver's license required (Permis B);
- Good interpersonal, organizational, and communication skills;

The company:

Comforts of Home is a leader in international student housing, hosting over a thousand students each year in France, Spain, and Italy. Comforts of Paris Services, the Parisian branch of the company, manages over 200 apartments all over the city, and is constantly expanding!

Send your application to: paris.jobs@get-comfortable.com.