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**AV Manager**

* Ensures audio visual equipment is fully operational
* Attend to Guestrooms / Common Areas complaints on A/V
* Carries out routine check and logging of Hotel A/V equipments
* Attend to work orders for minor repair of A/V Works.
* Manages staff and operations of audio-visual department
* Has responsibility for ordering, procurement, receipt, inventory, maintenance delivery, distribution and expert troubleshooting of all audio-visual and multimedia equipments
* Schedules assigns and prioritizes workloads and sets appropriate deadlines
* Conducts training regarding proper usage and operation of AV equipment

**Requirements :**

* 5 years’ of relevant working experience
* Good communication and interpersonal skills
* Able to work independently under tight deadline
* Able to work rotating shifts including weekends and public holidays.

To apply for the above positions, please send your full resume to careers@fullertonhotel.com.