

Position: Executive Housekeeper

Location: SLOVENIA, Podčetrtek

Terme Olimia is the most modern thermal resort in Slovenia and is continuously expanding and developing.

The company is now seeking for a Supervisor of chambermaids and cleaners to be part of the Team.

Main responsibilities:

- Acting for the Head of Housekeeping (when required)
- Ensuring and monitoring the tidiness and cleanliness of accommodation units, wellness centers, and the surrounding grounds
- Planning the work and tasks of the Housekeeping Department
- Ordering materials, small inventory items, and fixed assets for the Housekeeping Unit
- Maintaining records and organizing inventory counts
- Communicating with apartment owners and tenants regarding maintenance, preparing maintenance plans, and coordinating work execution with the Maintenance Department
- Overseeing laundry operations
- Supervising landscaping and groundskeeping activities carried out by external contractors
- Monitoring adherence to work instructions and the code of ethics within the Housekeeping Department
- Organizing necessary training and professional development for the Housekeeping Department (both internally and with external providers)
- Pursuing personal professional development and proposing innovations and improvements
- Staying up-to-date with trends and developments in the cleaning industry
- Adhering to workplace personal grooming and appearance standards
- Working in accordance with work instructions and the company's code of ethics
- Performing other duties as assigned by the Supervisor

Required profile:

- Basic knowledge of at least one of these foreign languages: English, Italian or German
- Basic computer skills
- Organizational skills
- Experience and ability to lead a large Team
- Availability to work on weekends and public holidays

EURES mobility supports may be available if you apply to this vacancy. Please check www.iefp.pt/eures

The company offers:

- Temporary contract, with the possibility to be converted into permanent
- Salary: €2060,40 gross per month
- Working hours: full time (40 hours/week) in the morning, with work on weekends and holidays
- Housing in a shared staff accommodation for a small amount
- Onboarding and mandatory training, and continuous training opportunities
- Travel expenses reimbursed according to Slovenian labour legislation and the employer's internal policies
- Staff enjoy free access to selected thermal swimming pools and wellness facilities, as well as exclusive discounts on the employer's services, including accommodation, wellness, food and beverages, and other offers within the Terme Olimia Group

How to apply: Letter and CV in English tokariera@terme-olimia.com with cc to Marko.Mocnik@ess.gov.si and lurdes.vermelho@iefp.pt

Further info on the company: <https://www.terme-olimia.com/sl/zaposlitve>

Apply no later than September 30th, 2026