

Estimated Headcount

For the proposed hotel on 83 Church Street
and 44 Early Street, Parramatta, NSW

Prepared for JQZ
October



Estimated Headcount at the Hotel

Department	Estimated Headcount
Rooms Dept	
Front Office	25
Reservations	4
Bell Attendant	8
Housekeeping	30
F&B Dept	
Lobby outlets	20
Rooftop	10
Room Service & Minibar	3
Banquets	2*
F&B Administration	3
Kitchen	7
Stewarding	20
Others	
Gym & Swimming Pool	3
Security	3
Finance	4
Executive Office	2
Purchasing	2
Human Resources	1
Information Systems	1
Sales & Marketing	7
Repairs & Maintenance	5
Total Headcount	160

*Headcount for Banquets is small as it should be flexed based on events' demand

In addition to the estimated headcount provided, with the hotel in full operations. we envisage the hotel to require working externally with the following types of vendors, which provide employment opportunities in Parramatta and across greater Sydney.

- Online travel agents, group and wholesale agents
- Operating supplies and equipment suppliers for all hotel departments
- Part-time agencies for housekeeping and events requirements
- Linen laundry
- Laundry and dry cleaning of Hotel Team member uniforms.
- Recycling and waste removal and disposal
- Sales & Marketing agencies including PR agencies, webpage designers, photographers and videographers etc.
- Recruitment agencies
- Equipment maintenance contracts including swimming pool, gym, lifts, kitchen, MEP, fire life safety etc.
- Landscaping and indoor plant hire
- Heavy duty cleaning for carpets, external glass windows etc.
- F&B supplies and distributors
- AV vendors for events
- IT equipment suppliers

Thank you

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