

# United Arab Emirates Jobs Expertini®

## Assistant Head Concierge

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Company: Hilton Dubai

Location: dubai

Category: other-general

Upon request of clients, make reservations at local establishments such as restaurants, businesses, hotels, and other entertainment venues. Complete exchanges and returns in a timely and professional manner. Help with the organization of on-site events including weddings, business fairs, and corporate meetings. Greet clients when they enter the building and guide them to their designated areas. Process important queries and manage customer expectations in a polite and friendly manner. Keep track of frequent clients and create a tailored experience based on their personal needs. Answer telephones and monitor the switchboard.

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