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Associate Director Jobs In Dubai UAE 2023 | ITP Media Group

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Company: TP Media Group

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Category: other-general

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Description: This Assistant Director template is optimized for posting on online job boards or careers pages and easy to customize for your company: /

Requirements: Greet, check-in, respond to requests and settle accounts while providing exceptional service.

Take initiative to add a personalized experience.

Proudly promote the hotel facilities, looking for opportunities to enhance a guest's stay through up-selling.

Check in and check out all the guests in the CID system, respecting the local government requirements, in order to avoid any penalties.

Monitor and correct any discrepancy shown by the PMS and CID system reconciliation.

Maintain a structured filing system, as per CID and audit procedures requirements.

At least 1 year of experience as a front desk agent in a 5*property.

Service focused personality is essential.

Front Office computer literacy (e.g., OPERA, VICAS, etc.)

Fluency in Arabic and English is a must; additional languages are a plus.

Excellent organizational skills and attention to detail. #J-18808-Ljbffr

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