

Banqueting Coordinator Jobs in Dubai | Four Seasons

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Company: Four Seasons

Location: dubai

Category: other-general

1- Banqueting Coordinator

Job: Full Time

Location: Dubai, UAE

Job Responsibilities:

Quickly assess guests' needs and flex style appropriately.

Use the guests' names whenever possible, in accordance with company policy and procedure.

Remain calm, composed and in control, even in unusual situations.

Effectively handle guest complaints, compliments, concerns or special requests.

Project a positive, professional and friendly image to the guests and employees.

To take proper care of uniform, personal appearance and hygiene in accordance with hotel policy and procedure.

Job Requirements:

Our ideal Banquet Coordinator must have excellent administrative and multitask skills and good problem-solving ability.

Good communications skills to communicate effectively issues related to Banquet is important. Applicants are required to have experience in the same field and 1 year Food and beverage serving experience.

Strong Knowledge of MS office is required. Fluency in reading, writing, and spoken English is also mandatory.

#J-18808-Ljbffr

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