

# United Arab Emirates Jobs Expertini®

## Bellman - The Abu Dhabi EDITION

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Company: Edition Hotels

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### POSITION SUMMARY

Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities. Identify and explain room features to guests use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services). Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. Supply guests with directions. Arrange transportation taxi cab, shuttle bus, limousine/sedan service) for guests/visitors, and record advance transportation request as needed. Communicate parking procedures to guests/visitors. Follow all company policies and procedures, and report accidents, injuries, and unsafe work conditions to manager. Maintain awareness of undesirable persons on property premises. Ensure uniform and personal appearance are clean and professional and maintain confidentiality of proprietary information. Welcome and acknowledge all guests, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats small print). Move at a speed required to respond to work situations run, walk, jog). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less

than or equal to pounds without assistance and objects weighing in excess of pounds with assistance. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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