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Welcome to the largest hotel company in the world. At Wyndham Hotels & Resorts, our Team Members have the opportunity to explore both personal and professional development opportunities throughout their careers. Wyndham Hotels & Resorts is the champion of the everyday traveler. Through the largest and widest collection of hotel experiences in the world, we work to make hotel travel possible for all. Wherever and however people travel, Wyndham will be there to welcome them.

Responsibilities: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.**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.

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