

# United Arab Emirates Jobs Expertini®

## Community Operations Coordinator Jobs In Dubai UAE 2023 | Marriott

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Location: dubai

Category: other-general

### Community Operations Coordinator Jobs In Dubai UAE 2023 | Marriott

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Description:

We are Ambitious, we take Ownership, and are committed to Excellence. If you are a high performing, driven individual that loves working with high growth startups or have founder experience, then read on – we would love for you to join our dynamic team!

Responsibilities: Manage reception operations, running the front desk and ensuring all members, guests and leads are greeted warmly and professionally.

Deliver tours of the spaces.

Assist clients with inquiries (phone calls, emails, online chat and walk-ins), deliveries, appointments, and requests – making the appropriate escalations and connections within AstroLabs teams.

Capture leads from calls, chat and walk-ins and record them in our CRM.

Receive, distribute, and manage mail/courier.

Prepare and maintain records, office and filing systems; organize and manage documents; ensure all key documentation is accessible and up to date.

Provide administrative support to the AstroLabs team. #J-18808-Ljbffr

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