

United Arab Emirates Jobs Expertini®

Concierge Asian

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Company: STAR SERVICES LLC

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job Description

Provides information regarding area, including directions, attractions, shopping, nightlife, or recreational opportunities.

Arranges sightseeing and other tours.

Acquires tickets to special events or makes reservations for clients at a variety of venues, including for dinner, recreation times (e.g., golf or tennis), or spa treatments.

Runs appropriate errands for guests and picks up or delivers a variety of items.

Provides a variety of business services such as shipping packages and assisting with printing needs.

Receives, stores, and/or delivers mail and luggage.

Acquires daily care items such as toiletries, for guests and patrons.

Plans and schedules special events, parties, or meetings.

Fulfills unusual requests such as arranging for adventure experiences such as hot air

balloon rides, coordinating special moments for guests, and searching for hard-to-find items.

Arranges for interpreters or translators when needed.

Develops and maintains service relationships to fulfill the needs of patrons, customers, guests, or employees.

Performs other related duties as assigned.

Profile Description

Excellent verbal and written communication skills.

Proficient in Microsoft Office Suite or related software.

Excellent problem-solving and critical thinking skills.

Must have a positive attitude with the ability to remain flexible and patient.

Excellent organizational and multitasking skills.

Excellent administrative skills.

Education and Experience:

At least 3-5 years of hotel guest services experience highly preferred

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