

Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort

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Company: Bab Al Shams Desert Resort

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Authentic and captivating, Bab Al Shams Desert Resort is a truly magical destination, where expertly curated itineraries and bespoke entertainment are the beating heart of our legendary desert-based destination. Part of our unique Rare Finds collection, the essence of Bab Al Shams joins our guests together to discover the most soulful experiences and humbling journeys, set against Dubai's endless dunes and rich culture.

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Responsibilities Performs secretarial responsibilities as an administrative assistant and coordinates activities of the department, in matters pertaining to appointments, mails, and other general affairs.

Maintains all employee files and records in the respective department.

Ensures Time & Attendance records for payroll process.

Schedules appointments and maintains calendar for the HOD.

Takes minutes of major meetings as maybe required by the HOD.

Arranges business itineraries and co-ordinates HOD's travel requirements.

Sorts and furnishes incoming mails and documents for the HOD and attaches appropriate file to facilitate necessary action, determine routing, signature required, and maintains follow up. [Apply Also Senior Manager – Ethics & Compliance Jobs in Abu Dhabi | Etihad Airways](#)

Requirement Sorts and compiles monthly attendance records for the division in timely manner.

Maintains a clean and orderly office environment.

Prepares outgoing correspondence for the HOD and, when necessary.

Prepares computer spreadsheet reports as required.

Assumes any other duties as required by the HOD or in her/his absence.

Sets a good example for other secretaries/ administration clerks/coordinators in the Hotel and provides guidance when necessary

Involves, encourages, and supports in all the employee engagement activities in the hotel. Apply Also Art Director Jobs In Sharjah | Demind Firma Management

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