

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

[Apply Now](#)

Company: Bab Al Shams Desert Resort

Location: dubai

Category: other-general

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

[Apply Also Graduate / Strategic Analyst Jobs In Sharjah | Savills Middle East](#)

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.

[Apply Also Oral Surgeon Jobs In Sharjah | WizeJob](#)

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

For More Jobs

2D Artist Jobs In Dubai UAE 2023 | ConsenSys

DevOps Engineer Jobs In Dubai | ConsenSys

Sales and Receptionist Jobs In Dubai | Sundus

Software Architect Jobs In Dubai UAE 2023 | Fabrics Construction

French Head of Department Jobs In Dubai | GEMS Education

[Electric Vehicle Handover Specialist Jobs In Dubai | Al-Futtaim](#)

[Financial Analyst FP&A Jobs In Dubai | Al-Futtaim](#)

[PE Teachers Jobs In Dubai UAE 2023 | GEMS School](#)

[Customer Support Specialist Jobs In Dubai | Agoda](#)

[Sales Executive Jobs In Dubai UAE 2023 | Majid Al Futtaim](#)

[Customer Experience Specialist Jobs In Dubai | Agoda](#)

[Tax Compliance Manager Jobs In Dubai | Al-Futtaim](#)

[WATCH Technician Jobs In Dubai | Al-Futtaim](#)

[Electric Vehicle Sales Executive Jobs In Dubai | Al-Futtaim](#)

[Associate Director, Business Operations Jobs In Dubai | Agoda](#)

[Global Senior Product Manager \(Bangkok-based\) Jobs In Dubai | Agoda](#)

Operations Manager Jobs In Dubai UAE 2023 | Emirates Group

Strategic Account Manager (Commercial Insurance) Jobs In Dubai | Bayzat

Junior Technical Records Engineer Jobs In Dubai | Airhub Aviation

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[AttorneyjobsJobs dubaiAttorneyjobs](#) ↗
2. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[Botanyjobs Jobs dubaBotanyjobs](#) ↗
3. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[Denverjobs Jobs dubaDenverjobs](#) ↗
4. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[Indiajobscentral Jobs dubaIndiajobscentral](#) ↗
5. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[KualalumpurjobsJobs dubaKualalumpurjobs](#) ↗
6. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[Iraqjobs Jobs dubaIraqjobs](#) ↗
7. Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort
[BouncerjobsJobs dubaBouncerjobs](#) ↗

8. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort CopenhagenjobsJobs dubaCopenhagenjobs** ↗
9. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Srilankajobs Jobs dubaSrilankajobs** ↗
10. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Automationjobs Jobs dubaiAutomationjobs** ↗
11. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Teacherjobsnearme Jobs dubaiTeacherjobsnearme** ↗
12. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Ecologyjobs Jobs dubaEcologyjobs** ↗
13. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort InstallationjobsJobs dubaiInstallationjobs** ↗
14. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Istanbuljobs Jobs dubaiIstanbuljobs** ↗
15. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Newsjobs Jobs dubaNewsjobs** ↗
16. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Europajobscentral Jobs dubaEuropajobscentral** ↗
17. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Denmarkjobs Jobs dubaDenmarkjobs** ↗
18. **Coordinator, Food & Beverage Jobs In Dubai | Bab Al Shams Desert Resort Europejobscareer Jobs dubaEuropejobscareer** ↗
19. **Coordinator, food & beverage jobs in dubai | bab al shams desert resort Jobs Dubai** ↗
20. **AMP Version of Coordinator, food & beverage jobs in dubai | bab al shams desert resort** ↗
21. **Coordinator, food & beverage jobs in dubai | bab al shams desert resort Dubai Jobs** ↗
22. **Coordinator, food & beverage jobs in dubai | bab al shams desert resort JobsDubai** ↗
23. **Coordinator, food & beverage jobs in dubai | bab al shams desert resort Job Search** ↗
24. **Coordinator, food & beverage jobs in dubai | bab al shams desert resort Search** ↗

25. Coordinator, food & beverage jobs in dubai | bab al shams desert resort Find Jobs ↗

Source <https://ae.expertini.com/jobs/job/coordinator-food-beverage-jobs-in-dubai-bab-a-dubai-bab-al-shams-desert--1968-29329/>

Generated on: 2024-05-03 by Expertini.Com