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Coordinator – Front Office Jobs In Dubai | Jumeirah Hotels & Resorts

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Location: Dubai

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Coordinator – Front Office Jobs In Dubai | Jumeirah Hotels & Resorts

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Jumeirah Group, a member of Dubai Holding, has been making a distinguished impact on the global hospitality market for more than two decades with its Stay Different™ brand promise. Its award-winning destinations, such as the iconic Burj Al Arab Jumeirah, position service beyond expectations, elevated signature dining destinations and surprising architecture and design at the heart of every guest experience.

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Responsibilities

Responsible for monitoring and managing guest credit limits in accordance with established policies and procedures.

Rectify and update guest profiles to enhance their experience and ensure accurate information is registered within the Property Management System.

Thoroughly audit financial documentation, maintain records, and submit necessary documentation promptly.

Manage billing procedures for group reservations, ensuring accuracy in invoicing.

Liaise closely with the finance department on various transactions and provide necessary support.

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Requirement

Proficient in English with strong communication and interpersonal skills, both in verbal and in writing.

Previous experience in front office operations or as a coordinator within any of the various hotel departments, demonstrating proficiency in departmental administration and financials.

Working proficiency and knowledge of Opera (Property Management System), HotSOS and Microsoft softwares (Word, Excel and Powerpoint). Knowledge of PulseApp would be advantageous.

Strong attention to detail is highly desirable for this role.

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