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

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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. Apply Also: Quality Analyst Jobs In Abu Dhabi | ConcentrixRequirementProficient 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. Apply Also: Grandiose Supermarket Careers – Supermarket Jobs In Dubai For More Jobs Corporate Social Responsibility Trainee Jobs In Sharjah | Chalhoub Group Control System Engineer Jobs In Sharjah | INTECH Automation & Intelligence CRM officer Jobs In Dubai | The Heart of Europe Learning & Development Coordinator Jobs In Dubai | Turner & Townsend Business setup Advisor Jobs In Dubai | Eagle Wings Business Consultant Tax & Legal Services Jobs In Dubai | PwC Middle East Experience Off Plan Jobs In Dubai | Haus 51 Customer Service Executive Jobs In Dubai | RSA Global Coordinator Jobs In Dubai | SGSSales Executive Jobs In Dubai | Rayhaan Hotels & Resorts Landscape/Irrigation Engineer Jobs In Dubai | Parsons Corporation Fashion Stylist Jobs In Dubai | JobsGlobal.com Group Office Butler Jobs In Dubai | Savoir Vivre – Elite Housekeeping Real Estate Agent Jobs In Dubai | Key Capital Properties Contingent Worker Jobs In Dubai | PwC Middle East Executive Assistant Jobs In Dubai | AWEX Property Consultant Jobs In Dubai | Awtad Real Estate Telecaller Jobs In Dubai | Topluxuryproperty.com Social Media Jobs In Dubai | Precise Communications Paediatrician Jobs In Dubai | WizeJob Accountant Jobs In Dubai | LVMH Property Consultant Jobs In Dubai | Aarna Real Estate People Lead Jobs In Dubai | Bupa Sales Admin Coordinator Jobs In Dubai | KOLEKTIV ATELIERS Credit Card Specialist Jobs In Dubai | GoFinance Waitress – Waiter Jobs In Dubai | Hilton Opportunities for UAE Nationals | Talent Pool Jobs In Dubai | Atlantis Resorts Guest Relations Manager Jobs In Dubai | Minor Hotels Reservations Agent Jobs In Dubai | Al Khoory Hotels Billing Specialist Jobs In Dubai | SGSTeacher of English Jobs In Dubai | GEMS Education #J-18808-Ljbfrr

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