

United Arab Emirates Jobs Expertini®

Cost Controller

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Company: Jumeirah Group Dubai

Location: dubai

Category: other-general

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Responsibilities

- To have complete understanding of the policy relating to fire, safety and health.
- To have completely understanding of the employee handbook and to adhere to the regulations contained therein.
- To respond to changes in departmental functions as dictated by the management.
- To maintain courteous and friendly atmosphere and good working relationships with all colleagues.
- To act as a department team member and involve in projecting a good personal/department and company image.
- To maintain a high standard of personal hygiene and appearance at all times.
- To be punctual and support to maintain discipline within the department.
- To perform alcohol test check in the main bars.
- To prepare miscellaneous reports as required by other departments.
- To prepare monthly charges of Officers checks by SBU.
- To prepare monthly report of Officers check within the property.
- To perform monthly inventory in store.
- To perform monthly inventory of beverage and tobacco in the outlets.
- To post and check the inventory in the system.

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