

United Arab Emirates Jobs Expertini®

Culinary Coordinator

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Company: Hotel Chadstone Melbourne MGallery

Location: Dubai

Category: other-general

Previous experience in a Food & Beverage / Kitchen environment. Must be highly Health & Safety conscience and actively involved in maintaining a safe work environment. Consistently offers professional, engaging and friendly service. Responsible for collecting, compiling, tracing, answering and follow up of all in/out internal and external correspondence. Perform duties and responsibilities in a confidential manner when applicable. Keep Executive Chef's agenda updated and remind him about appointments Ensures proper requisitioning and control of office supplies Qualifications Skill in organizing resources and establishing priorities. Highly organized, career and result oriented with the ability to be flexible with hours, days off, assignments and additional duties. Must be able to work well under pressure in a fast-paced and constantly changing environment. Must possess excellent interpersonal and motivational skills. Oral and written fluency in English

#J-18808-Ljbffr

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