

## Duty Manager Jobs in Dubai | Hilton Hotels Jobs 2023

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Company: Hilton

Location: Dubai

Category: other-general

### Duty Manager Jobs in Dubai | Hilton Hotels Jobs 2023

1- Duty Manager

Job: Full Time

Location: Dubai, UAE

Description:

A Duty Manager works closely with Guests to greet, converse, and assist with enquiries, especially when VIP Guests, long-stay Guests, and others are in the hotel lobby.

Job Responsibilities:

Occupy the hotel lobby and other public areas, particularly at busy times

Engage Guests in conversation and provide general assistance

Manage, record, and resolve promptly all Guest complaints

Meet and greet VIP Guests and major corporate clients upon arrival

Job Requirements:

Previous supervisory experience in Front Office within the hotel/leisure/retail sector

Good knowledge of Health and Safety and security procedures

Calm, efficient and the ability to work well under pressure

Excellent leadership skills and exceptional communication skills

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