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Duty Manager Jobs In Dubai UAE 2023 | Minor International

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Monitor and report on revenue and cash flow

Uphold and enforce company policies

Train new hires

Address employee complaints or performance issues as needed

Check in with employees regularly to determine satisfaction

Schedule shifts

Help management create the department's budget

Address customer issues and complaints

Schedule regular maintenance and cleaning of facilities

Meet regularly with upper management to stay informed on company issues

Oversee security of the facilityRequirements:College degree in hotel management or related

field

Previous experience in Front Office Strong communication skills Familiar with Front Office Systems Fluent in English both verbal and written Work experience as a Duty Manager or similar management role Previous experience in the industry preferred Customer service experience Knowledge of cash management and bookkeeping procedures Team management skills Strong organizational skills Experience with facilities maintenance and/or security Strong problem-solving skills Availability to work in shifts including weekends BSc in Business Administration is a plus#J-18808-Ljbffr

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