

United Arab Emirates Jobs Expertini®

Executive Butler

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Company: Marriott International

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Number 24025766

Job Category Rooms & Guest Services Operations

Location Grosvenor House a Luxury Collection Hotel Dubai, Al Emreef Street, Dubai, United Arab Emirates, United Arab Emirates [VIEW ON MAP](#)

Schedule Full-Time

Located Remotely N

Relocation N

Position Type Non-Management

Position Summary

Organize and coordinate group check-in/pre-registration procedures. Sell a room/accommodation to guests without reservations. Anticipate sold-out situations, identify how many rooms are over-committed; obtain alternative accommodations for guests with reservations. Block rooms in the computer, identify designated requirements. Perform

duplicate reservation checks. Run and check daily reports/contingency lists. Supply guests with directions and information. Answer, record, and process all guest, requests, questions, or concerns; follow up to ensure each has been met to guests' satisfaction. Arrange transportation for guests/visitors. Issue safe deposit boxes. Count and secure bank at beginning and end of shift. Cash-guests' checks, process all payment types, vouchers, paid-outs, charges, and provide change.

Assist management in motivating and coaching employees; serve as a departmental role model. Follow company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak using clear and professional language; prepare/review written documents accurately and completely; answer telephones using appropriate etiquette. Develop and maintain positive working relationships; support team to reach common goals. Ensure adherence to quality standards; identify and recommend new ways to increase organizational efficiency, productivity, quality, safety, and/or cost-savings. Stand, sit, or walk for an extended period of time. Enter and locate information using computers/POS systems. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

The Luxury Collection Hotels & Resorts, with over 120 properties in more than 35 countries, offers the promise of authentic experiences that evoke lasting, treasured memories. Our more than 100 years of experience, beginning in 1906 under the Italian CIGA brand – a collection of Europe's most celebrated and iconic properties – serves as a solid foundation as we continuously evolve to exceed the desires of the luxury traveler.

From legendary palaces and remote retreats to timeless modern classics, each luxury hotel and resort is a unique and cherished expression of its locale – a portal to the destination's cultural charms and treasures. If you are someone with an appreciation for evocative storytelling, a keen interest and passion for this destination's heritage, and a desire to deliver genuine, personalized, and anticipatory hospitality, then we invite you on our journey. In joining The Luxury Collection, you join a portfolio of brands with Marriott International. **Be** where you can do your best work, **begin** your purpose, **belong** to an amazing global team, and **become** the best version of you.

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