

**F&B Coordinator Jobs in Abu Dhabi | RIXOS Careers**

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Company: RIXOS

Location: Abu Dhabi

Category: other-general

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#### Job Responsibilities:

Promote a helpful and professional image of the Food and Beverage Department to the client and give full co-operation to any customer requiring assistance with a prompt, caring and helpful attitude

Prioritize duties and perform accordingly, ensure Guest requirements and urgent correspondence is handled immediately with speed and efficiency

Maintain a systematic and organized filing system and regularly check, update and reorganize cabinets when required

Prepare photocopies, courier services of documents and parcels for the hotel guests

#### Job Requirements:

Strong interpersonal and problem solving abilities

Highly responsible & reliable

Ability to work well under pressure in a fast paced environment

Ability to focus attention on guest needs, remaining calm and courteous at all times

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