

Food & Beverage Secretary

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Company: Shangri-La Group

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Shangri-La and Traders Hotel, Qaryat al Beri, Abu Dhabi

An amazing opportunity has opened for a secretary position to join the team in our Food & Beverage department. The successful applicant will have a passion for their work and a personality that will make our service team feel both welcomed and cared for. The Food & Beverage Secretary ensures the efficient administrative day-to-day operation of the Food & Beverage department and to support the work of the staff ensuring good communication and facilitating the fulfilment of supplies, staffing levels and record keeping.

What are we looking for

Preferably a combination of a company position involved with a working knowledge in the hospitality industry.

Previous experience on the same position in a luxury segment is preferred.

Good people management skills, goal oriented and cross-cultural awareness.

Knowledge in computer-based programs and administrative work with proficiency in English.

Carry out the assigned task and ensure their timely implementation.

Literacy in Microsoft Office package.

Display good teamwork attitude and the highest degree of accuracy and confidentiality.

A warm and friendly character.

Lives and breathes the Shangri-La Values.

What will you do

Assists the Director of F&B, Assistant Director of F&B and Outlet Managers for all administrative matters.

Uploads and coordinates all data required for Oasys H2A time keeping system.

Administers the central filing system of the F&B office.

Supervises and maintains the smooth flow of the daily administration of the F&B office and related departments.

Handles confidential matters treated or discussed with care.

Ensures proper procedures are followed within the F&B offices and that no access is being given to others. Ensures that passwords for confidential files stored in the system are not accessible to other users.

Keeps proper administration of all correspondence and record keeping.

Ensures proper message handling, telephone calls, taking meeting minutes and coordinating with other departments.

Team oriented and to be able to cope with a high volume of business.

Friendly, attentive with positive attitude and always use proper language.

Prepares and distributes function sheets, material list according to standards given.

The hotel comprises 213 luxurious guestrooms and suites and 6 four-bedroom villas with private pools, all furnished to the highest standards in a modern Arabic style. To meet the needs of long-staying guests, the hotel offers 161 fully-furnished spacious serviced apartments ranging from studios to four-bedroom units. The hotel is located within the acclaimed Qaryat Al Beri complex, on a one-kilometre stretch of private beach overlooking the strait that separates Abu Dhabi Island from the mainland. The hotel is conveniently located next to a souk, offering a variety of shops under one roof. It is only a ten-minute drive from the city's international airport, five minutes from the golf course and the Convention Centre, and 15 minutes from the Corniche and the city centre.

Traders Hotel, Qaryat Al Beri, Abu Dhabi

The hotel comprises 301 well-appointed guestrooms and suites. Rooms start at a spacious 32 square metres and feature a stylish design of warm tones and comfortable furnishings. For travellers requiring the highest levels of service and attention, the hotel also offers 80 Traders Club rooms on the seventh, eighth and ninth floor, as well as suites on the first to seventh floor. With a blend of contemporary style and comfortable furnishings, Traders Hotel, Qaryat Al Beri, Abu Dhabi is ideally located in the Qaryat Al Beri complex, which houses Shangri-La Hotel, Shangri-La Residences, CHI, The Spa at Shangri-La, The Villas by Shangri-La and a Souk.

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