

United Arab Emirates Jobs Expertini®

Front Desk Supervisor

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Company: Marriott Hotels

Location: abu dhabi

Category: other-general

Responsibilities:Defining and implementing front desk objectives and procedures. Hiring and training staff and managing the shift schedules. Tending to guests' complaints and questions and providing exceptional customer service. Ensuring that the front desk and reception area is kept clean and organized. Maintaining front desk office supplies and equipment. Managing budgets, records, and contracts. Supervising staff and all front desk activities including bookings, appointments, phone calls, and emails. Conducting performance reviews with the front desk staff. Generating reports and feedback for presentation to the general manager. Performing administrative duties such as filing and updating records, among others, as needed.

#J-18808-Ljbffr

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