

# United Arab Emirates Jobs Expertini®

## Front Office & Guest Relations Executive Jobs in Dubai | Agile Consultants

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Location: dubai

Category: other-general

### Front Office & Guest Relations Executive Jobs in Dubai | Agile Consultants

#### Job Responsibilities:

- In charge of the front office and executive office area to ensure presentability, cleanliness, suitability for guest arrival at all times in liaison with the service staff.
- Supervising the service staff to ensure optimum guest service.
- Maintaining pantry and office supply inventory and ensuring that supplies are always stocked.
- Booking travel tickets for the management.
- Booking hotels and managing itineraries for guests and management.
- Answering phone calls and responding to correspondence.

#### Job Requirements:

- 4-6 years in customer service / guest relations / front office management.
- Bachelor's Degree.
- Diploma in administration or hospitality will be preferred.
- Highly detail-oriented and organized.
- Pleasing and courteous personality.
- Skilled at managing VVIP and VIP guests.
- Ability to work independently and managing service staff to provide top notch customer service.
- Eye for hospitality, dining area layouts and presentation of food and beverages.
- Ability to manage service staff personnel and provide adequate direction and

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