

Front Office Night Supervisor Jobs In Dubai | A3malouna

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Description:

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Responsibilities:

Oversee directly the overnight staff of the hotel and indirectly the Front Office operations during the night, including the Reception, CID, Bell Desk, Concierge, Guest Relations, Business Center, Airport representatives, Drivers and Valet Parking, ensuring that the hotel standards and procedures are fully known and followed.

Ensure appropriate stock level for the smooth run of the night operations and to approve requisitions accordingly.

Ensure a proper use of the telephone etiquette as per Sofitel standards and have the proper coverage and supervision of all the sections at all times during the night.

Requirements:

At least 1-2 years' experience in the position

Ability to anticipate and focus attention on guest needs, being professional and welcoming.

Excellent organizational skills and time management. Additional Information

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