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1- Front Office Supervisor

Job: Full Time

Location: Dubai, UAE

Description:

A Front Office Supervisor supervises Reception operations and sets departmental goals and targets so to ensure a continuously improving customer service experience to Guests.

Job Responsibilities:

Supervise accurate and efficient Reception operations including check in/out procedures
Support Team Members in handling Guest requests and enquires to ensure a positive outcome

Ensure the Front Office Manager is fully aware of any relevant feedback from Guests and/or other departments

Ensure a consistent, high level of customer service

Job Requirements:

Experience supervising people and leading teams

Previous experience in a customer-focused industry

Positive attitude and good communication skills

Committed to delivering a high level of customer service

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