

Front Office Supervisor Jobs In Dubai | Shangri-La Group

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Company: Shangri-La Group

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Located along Sheikh Zayed Road, the 42 storey hotel is 15 minutes from Dubai International Airport and 5 minutes from the Dubai Convention Centre, World Trade Centre, Dubai International Financial Centre and downtown Burj Khalifa Dubai. It is within close proximity to shopping malls including the famous Dubai Mall as well as Dubai's popular beaches.

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ResponsibilitiesTake responsibility of the front office to ensure smooth and efficient operation at all times

Supervise and lead all service associates in their daily activities

Upsell rooms to meet guests' needs when appropriate

Ensure guest requests are fulfilled in a professional and timely manner

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RequirementTakes pride in being a hotelier

Enjoys crafting creative and best-fit solutions

Has strong leadership skills

Communicates and write with fluency in English

Preferably has relevant experience in the hospitality industry in similar role

Has knowledge of OPERA system

Preferably comes from a hotel management-related education background

Customer oriented, good communications skills and outgoing personality is an advantage

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