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## Front Office Supervisor Jobs in Dubai UAE 2023 | Emirates

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### Description:

At Hilton Dubai Palm Jumeirah, a Front Office Supervisor assists in management of daily Front Office operations and works with customers and Guests to demonstrate capabilities required in the hotel management sector.

### Job Responsibilities:

- Supervise the efficient operations of reception including check in/out procedures
- Support team members in handling guest requests and enquires to ensure a positive outcome is achieved
- Ensure that both the Front Office Manager and Reception Supervisors are kept fully aware of any relevant feedback from Guests and/or other departments
- Demonstrate a high level of customer service at all times

### Job Requirements:

- Previous experience in a customer-focused industry
- Desire to progress within the Hospitality industry
- Positive attitude and good communication skills
- Commitment to delivering a high level of customer service

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