

United Arab Emirates Jobs Expertini®

Front Office Team Leader

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Company: HILTON

Location: abu dhabi

Category: other-general

Job Description

Serve as a key point of contact for resident Guests and efficiently respond to resident Guest enquiries. Provide information, advice and booking services for a wide variety of resident

Guest enquiries, including:city tours

theatre tickets

restaurants

doctors

flight bookingsProcess and deliver messages for resident Guests and safely storage

resident Guest luggage. Plan, organise and control the daily operations of the Concierge

Desk to ensure the smooth operation of department.

#J-18808-Ljbffr

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