

# 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 bookings

Process 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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