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Guest Relationship Executive Jobs In Dubai UAE 2023 | Chelsy International

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Description:

Front Desk Receptionist

Al Habtoor Polo Resort & Club

Requirements Proven experience as an Administrative Assistant, Virtual Assistant or Office Administration Assistant

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and fax machines

Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

Excellent time management skills and the ability to prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills #J-18808-Ljbfrr

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