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Description:

Perform coordination duties for all departments reporting to the Hotel Manager's Office and assist in the performance of administrative duties and coordinate with concept HR and Transact.

Job Responsibilities

Preparations and follow-ups of all reports or projects by the Department Heads.

Coordinates and prepare necessary reports from all department as per GM/HM requirements

Takes minutes of Department Head's meeting and other meetings such as DXB/SHJ/RAK

Tourism Sustainability meeting

Coordinates with HODs and prepares month-end reports and submits them to HM/GM

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