

# United Arab Emirates Jobs Expertini®

## Lobby Ambassador

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Company: IHG Hotels & Resorts

Location: ras al khaymah

Category: other-general

Greet and welcome visitors, ensuring a positive first impression. Manage check-ins and check-outs efficiently and accurately. Provide assistance and answer inquiries from visitors and guests. Maintain a clean and organized lobby area. Direct visitors to the appropriate person or department. Monitor security by ensuring only authorized individual's access the premises. Handle incoming calls and transfer them to the relevant individuals. Assist with administrative tasks, such as sorting mail and managing deliveries. Service focused personality is essential; experience is an asset Prior experience working with Opera or a related system Ability to work well under pressure in a fast paced environment

#J-18808-Ljbffr

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