

## Night Front Office Supervisor Jobs in Fujairah | IHG Careers

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Company: InterContinental Hotels

Location: fujairah

Category: other-general

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Position: Night Front Office Supervisor

As a Night Front Office Supervisor, you will ensure the efficient running of night Front

Office operations at the highest standards.

Responsibilities:

You will be responsible for Night Front Office tasks include check-in/out, inventory balancing, foreign exchange, cashiering, credit follow-up, night audit report, concierge, etc.

You will also supervise other night team members and all relevant procedures while on duty.

Requirements:

Bachelor's degree / higher education qualification/equivalent in Hotel

Management/Business Administration, plus 2 years of Front Office/Guest Service experience including supervisory experience. Must speak fluent English; other languages preferred

Reading and writing abilities are utilized often when completing paperwork and management reports, interpreting results, giving and receiving instructions, and training

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