

## PA to General Manager - SOFITEL

[Apply Now](#)

Company: Talent Pal

Location: Ras Al Khaimah

Category: other-general

**Company Description** Sofitel Al Hamra Beach Resort **Job Description** Excellent knowledge of word processing. Responsible for the preparation of office correspondence using appropriate format as set by the company regarding fonts logos etc.Receives opens and sorts all incoming business mail and arranges for the mailing of outgoing office mail for the GM and HM. Handles all office correspondence and information with discretion and confidentiality. Maintaining and updating a conventional office filing system which provides for easy access to data requests.To maintain an electronic filing system on his/her assigned PCs hard disc.To keep meeting minutes when required.Answering screening and transferring phone calls for the GM and HM. Schedules appointments for the GM and HM and keeps them informed and updated. Receives screens and welcomes office visitors in a courteous professional manner at all times maintaining standards of hospitality established by their rank.Sees to the proper handling use and maintenance of office equipment and supplies.Coordinates for cleanliness and maintenance in his/her own area as well as in the GMs and HMs offices. Maintains an orderly and organised space. Acts as liaison and coordinator between the GMs and HMs offices and other departments and department heads. Maintains a professional and friendly relationship and approach with his/her counterpart in the owning company. Handles and arranges travelling issues for the GM and HM. Will be responsible for the Duty Managers log book followup. Collects necessary information for the planning and preparation of the Duty Managers roster/schedule. In coordination with the GM plans and prepares the Duty Managers monthly roster/schedule and keeps the GM updated on changes and corrections.Collects necessary information in order to establish a weekly attendance forecast

of the Executive Committee members and Department Heads A and B for the GMs overview and keeps the GM updated on changes. Receives information from the Director of Rooms in order to prepare the GMs welcome letter for Club Millesime and Suites guests. Ensures proper distribution of information from the GMs office to all concerned and vice versa. Keeps the GM informed on routine matters relevant to the operation of the hotel. During the GMs absence he/she prepares a daily summary of major happenings in order to update the GM upon arrival or upon request. Ensures correct flow of information by becoming familiar with the organizational chart and company hierarchy. More jobs on

#J-18808-Ljbffr

[Apply Now](#)

#### Cross References and Citations:

1. [PA to General Manager - SOFITEL Dhaka jobs Jobs Ras Al Khaimah Dhaka jobs ↗](#)
2. [PA to General Manager - SOFITEL Ngo jobs Jobs Ras Al Khaimah Ngo jobs ↗](#)
3. [PA to General Manager - SOFITEL Moscow jobs Jobs Ras Al Khaimah Moscow jobs ↗](#)
4. [PA to General Manager - SOFITEL Media jobs Jobs Ras Al Khaimah Media jobs ↗](#)
5. [PA to General Manager - SOFITEL Kashmir hub Jobs Ras Al Khaimah Kashmir hub ↗](#)
6. [PA to General Manager - SOFITEL Devops jobs Jobs Ras Al Khaimah Devops jobs ↗](#)
7. [PA to General Manager - SOFITEL Ecology jobs Jobs Ras Al Khaimah Ecology jobs ↗](#)
8. [PA to General Manager - SOFITEL London jobs Jobs Ras Al Khaimah London jobs ↗](#)
9. [PA to General Manager - SOFITEL The hired jobs Jobs Ras Al Khaimah The hired jobs ↗](#)
10. [PA to General Manager - SOFITEL Veterinary jobs Jobs Ras Al Khaimah Veterinary jobs ↗](#)
11. [PA to General Manager - SOFITEL The jobs near me Jobs Ras Al Khaimah The jobs near me ↗](#)
12. [PA to General Manager - SOFITEL Laboratory jobs Jobs Ras Al Khaimah Laboratory jobs ↗](#)
13. [PA to General Manager - SOFITEL Automobile jobs Jobs Ras Al Khaimah Automobile job ↗](#)

14. PA to General Manager - SOFITEL StudentjobsnearmeJobs Ras Al Khaimah Studentjobsnearme ↗
15. PA to General Manager - SOFITEL Healthybird Jobs Ras Al KhaimahHealthybird ↗
16. PA to General Manager - SOFITEL FindurgentjobsJobs Ras Al KhaimahFindurgentjobs ↗
17. PA to General Manager - SOFITEL Europejobscareer Jobs Ras Al Khaimah Europejobscareer ↗
18. PA to General Manager - SOFITEL StockholmjobsJobs Ras Al KhaimahStockholmjobs ↗
19. Pa to general manager - sofitel Jobs Ras al khaimah ↗
20. AMP Version of Pa to general manager - sofitel ↗
21. Pa to general manager - sofitel Ras al khaimah Jobs ↗
22. Pa to general manager - sofitel Jobs Ras al khaimah ↗
23. Pa to general manager - sofitel Job Search ↗
24. Pa to general manager - sofitel Search ↗
25. Pa to general manager - sofitel Find Jobs ↗

Source: <https://ae.expertini.com/jobs/job/pa-to-general-manager-sofitel-ras-al-khaimah-talent-pal-411-125175/>

Generated on: 2024-05-03 by Expertini.Com