

PA to General Manager - SOFITEL

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Company: Talent Pal

Location: ras al khaymah

Category: other-general

Company DescriptionSofitel 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-Ljbfrr

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