

# United Arab Emirates Jobs Expertini®

## Receiving Clerk

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Company: Marriott International

Location: Dubai

Category: healthcare-practitioners-and-technical

### POSITION SUMMARY

Receive, unload, and process deliveries and account for incoming freight based on invoice and receiving reports. Stage merchandise by department, mark appropriately for placement in facility, and deliver merchandise to appropriate department. Verify and track received inventory and complete inventory reports and logs. Reconcile shipping invoices and receiving reports to ensure count accuracy. Receive, store, ship, and deliver incoming and outgoing department packages and mail. Secure the receiving room and its contents, ensuring safekeeping of packages. Follow all national, state, and local hazardous material shipping guidelines and regulations. Ship all out-going mail and packages. Verify quantity and condition of packages upon receipt prior to delivery to guest. Communicate with guest regarding received packages. Maintain accurate tracking system on all shipping and receiving transactions, including receiving guest signatures for received packages. Communicate with proper management regarding any loss or damage with packages.

Report accidents, injuries, and unsafe work conditions to manager complete safety training and certifications. Follow all company policies and procedures ensure uniform and personal appearance are clean and professional maintain confidentiality of proprietary information protect company assets. Address guests' service needs in a professional, positive, and timely manner. Speak with others using clear and professional language answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others.

Read and visually verify information in a variety of formats (e.g., small print). Visually inspect tools, equipment, or machines (e.g., to identify defects). Move, lift, carry, push, pull, and place

objects weighing less than or equal to 50 pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

#### PREFERRED QUALIFICATIONS

Education: High school diploma or G.E.D. equivalent.

Related Work Experience: No related work experience.

Supervisory Experience: No supervisory experience.

License or Certification: None

At Westin, we are committed to empowering guests to regain control and enhance their well-being when they need it most while traveling, ensuring they can be the best version of themselves. To achieve the brand mission of becoming the preeminent wellness brand in hospitality, we need passionate and engaged associates to bring the brand's unique programming to life. We want our associates to embrace their own well-being practices both on and off property. You are the ideal Westin candidate if you are passionate you are active and take pride in how you maintain your well-being you are optimistic you are adventurous. **Be** where you can do your best work, **begin** your purpose, **belong** to an amazing global team, and **become** the best version of you.

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