

# United Arab Emirates Jobs Expertini®

## Receptionist

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Company: Accor

Location: Jazeerat Al Marjan

Category: healthcare-practitioners-and-technical

### Company Description

We are far more than the world wide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn everyday, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities. By joining Accor every chapter of your story is yours to write, and together we can imagine tomorrow's hospitality.

Established in 2000, Rixos Hotels is a luxury hotel chain providing traditional Turkish hospitality in an excellent manner. By changing the concept of real luxury, giving a new meaning to the holiday concept and provides a unique experience.

### Job Description

At Rixos Bab Al Bahr, we believe that a stay is not just a temporary pause but an opportunity to fall in love with a blend of refined luxury and playful indulgence. Our commitment to excellence goes beyond the ordinary, and we invite you to be a part of a team that transforms each guest's experience into a captivating journey where every moment is infused with the art of impeccable service, creating memories that last a lifetime. If you are ready to embark on a journey of luxury and distinction, we invite you to apply now!

As our next Front Office Receptionist you will:

Provide unparalleled service, exceeding expectations and crafting cherished memories during each guest's stay.

Execute seamless check-in and check-out experiences, meticulously attending to guest preferences and requests.

Collaborate with other departments to ensure seamless communication and coordination.

Handle phone calls and emails in a courteous and efficient manner.

Process payments and maintain accurate records of financial transactions.

Assist in ensuring the lobby area is tidy and well-presented at all times.

Uphold the highest standards of confidentiality and security in handling guest information.

Uphold the highest standards of professional conduct, creating an atmosphere that embodies the allure of our distinguished brand.

#### Qualifications

Previous experience in a similar role within the hospitality industry is preferred.

Excellent interpersonal and communication skills, with a friendly and approachable attitude.

Strong organizational skills, with great attention to detail.

Proficiency in Opera is highly desirable.

A passion for delivering exceptional customer service.

Fluent in English; additional language proficiency is a plus.

Availability to work flexible hours, including weekends and holidays.

Right to work in the UAE.

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