

# United Arab Emirates Jobs Expertini®

## Receptionist/Secretary - Development

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Company: FIVE Hotels and Resorts

Location: Dubai

Category: healthcare-practitioners-and-technical

### An Exhilarating Opportunity

Are You Ready for a Daring Challenge with The World's Hottest Luxury Hotel Group Disruptive by Design, FIVE Hotels and Resorts is Redefining 'FIVE-Star' Hospitality and Setting the Gold Standard across the Industry.

Join the FIVE Tribe - and Get Ready to Make Waves.

### The Candidate

A Driven Self-Starter, you have Excellent Communication, Leadership and Organisational Skills. As an Astute Creative and Critical Thinker, you can Conceptualise and Implement Innovative Solutions in a Fast-Paced Environment. Not even the Smallest Detail Escapes Your Keen Eye and You Execute Tasks Proactively with Precision and Finesse. A 'Can-Do!' Attitude Coupled with An Inherent Flair for Taking Ownership Makes You a Highly Motivated Go-Getter.

Your Outgoing and Approachable Nature enables you to Seamlessly Connect with other 'FIVERs' and key Stakeholders, ensuring that Their and Your Journey at FIVE is nothing short of Sensational. Joining our Development Team as a Receptionist/Secretary will Empower you to deliver Exceptional Experiences across our award-winning Lifestyle Destinations.

Jump on Board and Unlock your Potential in a Buzzing Environment that will take your Career to New Heights!

## **What We're Looking For**

A proven track record of 1-2 years in a Luxury Hotel environment in a similar role, delivering sensational Guest Experiences synonymous with FIVEs award-winning Service Quality.

A Welcoming and Enthusiastic Energy that sets the tone for a Sensational Guest Experience.

An elevated and energetic Conversationalist, engaging Guests with lively discussions.

Exceptional skills in Improving Customer Satisfaction and Driving Profitability, showcasing a commitment to Industry-Leading Standards.

Impeccable communication skills, both verbal and written, with fluency in English (Additional languages are a Plus).

Computer literacy, with a mastery of Word, Excel, and Outlook, while possessing an exceptional knowledge of Hotel PMS, specifically Opera.

A Proactive Nature, coupled with a meticulous Eye for Detail, ensures every aspect of the Operation is perfectly curated.

Next-Level Organisational and Leadership skills, effectively leading and inspiring the FIVE Tribe to New Heights.

FIVE-Styled' Visionary thinking by finding creative solutions, while taking Ownership for all duties and tasks assigned.

Sensational Teamwork and Collaboration skills to work effectively within a group and across departments with Fellow 'FIVERs.'

Flexibility to work a variety of shifts, including weekends and holidays, based on the requirements of the Hotel.

A hands-on attitude, fuelled by a 'Can-Do!' Spirit.

## **Key Responsibilities**

Provides Comprehensive administrative and clerical support, ensuring Seamless operations in the office, exuding the 'FIVER' spirit.

Handles and prioritises all outgoing or incoming Correspondence, demonstrating a Bold Approach to Sensational Communication.

Drafts various Documents including letters, purchase orders, and requests, infusing them with the Exquisite Touch that FIVE is renowned for.

Executes Clerical Tasks including filing, typing, and email correspondence, ensuring each task is Top-Notch.

Receives and Verifies Incoming Correspondence and transmits essential documents in a timely and 'FIVE-Star' manner.

Efficiently Reviews Documents for accuracy and conformity, showcasing a commitment to Industry-Leading Standards.

Manages Executive sSchedules, assisting in the Meticulous Planning of appointments, meetings, and conferences.

Handles Confidential Documents with the utmost Discretion and Security, reflecting the utmost Professionalism.

Oversees Commercial and Technical Documentation for projects, exhibiting Attention to Detail and a Commitment to Excellence.

Organises Project Documents Meticulously, ensuring accessibility and the categorisation aligns with the Remarkable standards of FIVE.

Ensures timely Delivery and Receipt of all Documents, exemplifying a commitment to Boundary-Breaking Efficiency.

Distributes controlled Copies of Approved Documents to relevant FIVE Tribe Members.

Maintains Updated Records of all approved Documents and their distribution, reflecting a commitment to Next-Level Organisation.

Safely Maintains Documents in the Document Control Office, ensuring they remain undamaged and easily accessible.

Arrives to work Promptly, always adhering to FIVE's Grooming Standards and maintaining a polished, 'FIVE-Styled' Appearance.

Remains abreast of FIVE's Leadership Team, understanding their Roles and Availability.

Cultivates a Clean and Glamorous Workspace, promptly filing paperwork to embody a Unwavering Commitment to the Role.

Upholds professional Confidentiality, safeguarding FIVEs Trade Secrets with Integrity.

Remains Flexible to undertake any additional tasks required by FIVE, reflecting the Adaptability inherent in the FIVE Tribe Ethos.

## **The Team**

'FIVERs' are Cultured yet Chic, Confident yet Self-Effacing, and Work Hard to Play even Harder. As a FIVE Tribe Member, you'll Personify the distinct 'Vibe at FIVE' and apply it to create Insta-Perfect Experiences for our Guests that keeps them Coming Back for More. If you Dream of being surrounded by Like-Minded Individuals who share your Passion for Delivering Unforgettable Moments that last a Lifetime – then Look No Further and Unleash your Next-Level Potential.

## **Sustainable Indulgence at FIVE**

FIVE is a leader in Sustainable Luxury Living and Hospitality, with its UAE-based Destinations being the first and only Hotels in the UAE to obtain the International Renewable Energy Certificates (I-REC) for achieving 100% renewable electricity for 2022. The

company's Science-Meets-Styled 'Sustainable Indulgence' Ethos has led to a completely LEED Platinum-certified operational hospitality portfolio. FIVE Palm Jumeirah and FIVE Jumeirah Village are also 3 Star SPIRE Rated Smart Buildings. FIVE Zurich, the only LEED Platinum hotel in Switzerland, achieved an impressive 84 Points under LEED v4s BD+C and ID+C rating system, making it one of just five hotels worldwide to receive Platinum Certification. FIVE illustrates its Commitment to making 'Sustainability without Compromise on Luxury Living' central to its Future Vision, with FIVE LUXE already on track to acquire LEED Platinum (BD+C). These Achievements highlight FIVE's Comprehensive and Committed Scope of Sustainability Strategy permeating Operations, Governance and Community.

### **An Equal Opportunity Employer**

The FIVE Tribe represents over 70 nationalities across its over 1500 'FIVERs.' FIVE is Committed to Hiring a Diverse and Inclusive Workforce as an Equal-Opportunity Employer.

Accordingly, FIVE does not discriminate based on disability, race, age, sex, gender, sexual orientation, ethnicity, religion or belief, nationality, marital status, or any other basis protected under national or local laws. Ranked 10th on the Great Workplaces in the UAE 2023 list of Large Organisations, the FIVE Tribe is more than a group of people working together – it is a Family bonded by common Values and Goals, Celebrating People, Culture and Diversity.

### **About FIVE Hotels And Resorts**

FIVE Hotels and Resorts prides itself on being Disruptively Different and Daringly Unique. Our Growing Portfolio of Lavish Destinations are the epitome of Glamour and Experiential Luxury, and currently consists of FIVE Palm Jumeirah, FIVE Jumeirah Village, FIVE Zurich and FIVE LUXE. Joining our Exceptional FIVE Tribe means you are part of a team who Breaks Boundaries and offers Unbeatable Next-Level Experiences at FIVE's award-winning Hotels, Dining Concepts, and 360-Degree Immersive Nightlife Venues. As part of the Accomplished FIVE Tribe, you will be part of a group of High Achievers who Fearlessly Challenge Conventions on a Global Stage.

Find out more here: [fivehotelsandresorts.com](https://fivehotelsandresorts.com)

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