

## Reservations Coordinator

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Company: Red Castle Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled• Delivering exceptional customer service to guests at all times• Handle complaints and enquiries in a polite and efficient manner•

Processing all reservations, checking room rates and loading of all new rates and availability•

Working closely with the marketing and finance departments to prepare reports on booking counts and forecasts• To adhere to all company policies and brand standards to ensure the

overall success of the business• Managing and overseeing all group bookings• Participate

in marketing and revenue meetings• Ensure efficient filing and data entry policies are

adhered to• Display leadership skills and assisting in training, development and recruitment

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Applicants are advised to conduct their own independent research into the credentials of

the prospective employer.We always make certain that our clients do not endorse any

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every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides

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