

Reservations Supervisor

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Company: One&Only Resorts

Location: dubai

Category: other-general

A commitment to a sense of urgency, immediacy, and total responsiveness. Anticipate guest needs and address them in a refreshing, respectful and polite manner. Demonstrate a willingness to “go the extra mile” to exceed guest expectations. All reservations are processed accurately and efficiently. All relevant details are recorded accurately e.g., payment details. Confidentiality of information is always maintained. Ensure to remain aware at all times of what packages are on offer and which tiers to sell at and communicate specials and promotions to guests. To utilize “preferences”, “traces” and comments to ensure that the relevant departments are kept updated with regards to any preferences made by guests eg. transport, wine, cots, allergenic pillows etc. To ensure that all relevant administration is kept updated at all times. Suitable candidate will be reporting directly to the Reservations Manager. He/She must be highly qualified and must have at least 1-2 years’ experience in an upscale luxury hospitality industry or five-star hotels. He/She must have reservations background with strong attention to details and analytical skills, must be able to work under pressure and meet strict deadlines with excellent spoken and written communication skills in English and/or another language. Computer literate including relevant software and experience in using a Opera system. Middle East/GCC experience is an advantage. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. 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 request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring

as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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