

Residential Coortinator

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Company: Four Season Hotel Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled• Perform administrative skills such as typing, filing, copying, coordinating appointments for Director of Residences and Residence Managers and answer telephones according to Four Seasons standards. • Coordinates the move-in date with Director of Residences for all residents. • Coordinates the booking of the service elevator for move-in (in needed). • Prepare written correspondence on behalf of the Residential Leader for approval. • Maintains the homeowner profiles within the building management systems and on Golden. • Handle residents' complaints in the absence of the Residential Leader; determine action to be taken and follow up required. • Coordinates any a la carte service requests and ensures accurate billing is followed. • Builds relationships with residents and safeguard the assets and resources of the Association. • Complies with and enforces Four Seasons' guidelines, policies, and procedures. • Assists in building/property orientations as needed. • Coordinates the opening of the units to trades and contractors after authorization has been received, with the help of a security. • Performs all administrative duties of the division (PO, payroll, schedule, inventory, etc.). Maintain stationery supplies for the Residences administrative office. Disclaimer: Drjobs.aeis 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

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