

## Room Controller - Front Office

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Company: Minor International

Location: abu dhabi

Category: other-general

### Roles & Responsibilities

#### Job Description:

Assign room according to guest request and preferences

Pre-register designated guests

Organize and coordinate check-in / pre-registration procedure for arriving groups

Review/ track/ accommodate requests for room / check-out changes when possible

Coordinate room moves and communicate it to amenity coordinator and CID team

Communicate status to appropriate team members

Confirm reservations and cancellations

Review out-of-order and out-of-service rooms daily

#J-18808-Ljbffr

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