

## Rooms Controller – Marriott Al Forsan Jobs in Abu Dhabi

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Company: Marriott Al Forsan

Location: abu dhabi

Category: other-general

1- Rooms Controller

Job: Full Time

Location: Abu Dhabi, UAE

Description:

Assign room according to guest request and preferences whenever possible.

Pre-register designated guests and prepare key packets.

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

Review/Track/Accommodate requests for room/check-out changes when possible; communicate status to appropriate staff.

Confirm reservations and cancellations.

Review out-of-order rooms daily.

Ensure rates match market codes and document exceptions.

Verify and adjust billing for guests.

File guest paperwork or documentation. Set up/process all guest check-ins/check-outs.

Activate room keys.

Secure valid payment.

Identify any over-commitments.

Perform duplicate reservation checks; block rooms.

Run daily reports. Follow up with guests to ensure their requests or problems have been met to their satisfaction.

Receive, record, and relay messages accurately, completely, and legibly.

#J-18808-Ljbffr

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