

Spa Receptionist

[Apply Now](#)

Company: Marriott International

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Number 24038677

Job Category Administrative

Location Grosvenor House a Luxury Collection Hotel Dubai, Al Emreef Street, Dubai, United Arab Emirates, United Arab Emirates [VIEW ON MAP](#)

Schedule Full-Time

Located Remotely N

Relocation N

Position Type Non-Management

Position Summary

Enter and retrieve information contained in computer databases using a keyboard, mouse, or trackball to update records, files, reservations, and answer inquiries from guests. Transmit information or documents using a computer, mail, or facsimile machine. Operate standard office equipment other than computers. Prepare letters, memos, and other documents

using word processing, spreadsheet, database, or presentation software. Handle incoming and outgoing mail, including date stamping and distributing incoming mail. Create and maintain computer- and paper-based filing and organization systems for records, reports, documents, etc. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Enter and locate work-related information using computers and/or point of sale systems.

Follow all company policies and procedures, ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests's service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, prepare and review written documents accurately and completely, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

The Luxury Collection Hotels & Resorts, with over 120 properties in more than 35 countries, offers the promise of authentic experiences that evoke lasting, treasured memories. Our more than 100 years of experience, beginning in 1906 under the Italian CIGA brand — a collection of Europe's most celebrated and iconic properties — serves as a solid foundation as we continuously evolve to exceed the desires of the luxury traveler.

From legendary palaces and remote retreats to timeless modern classics, each luxury hotel and resort is a unique and cherished expression of its locale — a portal to the destination's cultural charms and treasures. If you are someone with an appreciation for

evocative storytelling, a keen interest and passion for this destination's heritage, and a desire to deliver genuine, personalized, and anticipatory hospitality, then we invite you on our journey. In joining The Luxury Collection, you join a portfolio of brands with Marriott International. **Be** where you can do your best work, **begin** your purpose, **belong** to an amazing global team, and **become** the best version of you.

[Apply Now](#)

Cross References and Citations:

1. Spa Receptionist [Topfishjobs Jobs Dubai Topfishjobs ↗](#)
2. Spa Receptionist [Free-hiringJobs Dubai Free-hiring ↗](#)
3. Spa Receptionist [Appdeveloperjobs Jobs Dubai Appdeveloperjobs ↗](#)
4. Spa Receptionist [Entryleveljobs Jobs Dubai Entryleveljobs ↗](#)
5. Spa Receptionist [DhakajobsJobs Dubai Dhakajobs ↗](#)
6. Spa Receptionist [Courtjobs Jobs Dubai Courtjobs ↗](#)
7. Spa Receptionist [Politicaljobs Jobs Dubai Politicaljobs ↗](#)
8. Spa Receptionist [DallasjobsJobs Dubai Dallasjobs ↗](#)
9. Spa Receptionist [Findpythonjobs Jobs Dubai Findpythonjobs ↗](#)
10. Spa Receptionist [Abudhabijobsearch Jobs Dubai Abudhabijobsearch ↗](#)
11. Spa Receptionist [Raleighjobs Jobs Dubai Raleighjobs ↗](#)
12. Spa Receptionist [Jordanjobs Jobs Dubai Jordanjobs ↗](#)
13. Spa Receptionist [Clerkjobs Jobs Dubai Clerkjobs ↗](#)
14. Spa Receptionist [Tradingjobs Jobs Dubai Tradingjobs ↗](#)
15. Spa Receptionist [Fitnessjobs Jobs Dubai Fitnessjobs ↗](#)
16. Spa Receptionist [CleanerjobsnearmeJobs Dubai Cleanerjobsnearme ↗](#)
17. Spa Receptionist [Caregiverjobs Jobs Dubai Caregiverjobs ↗](#)
18. Spa Receptionist [Architecturejobs Jobs Dubai Architecturejobs ↗](#)
19. Spa receptionist [Jobs Dubai ↗](#)
20. AMP Version of Spa receptionist [↗](#)
21. Spa receptionist [Dubai Jobs ↗](#)

22. **Spa receptionist Jobs Dubai** ↗

23. **Spa receptionist Job Search** ↗

24. **Spa receptionist Search** ↗

25. **Spa receptionist Find Jobs** ↗

Source: <https://ae.expertini.com/jobs/job/spa-receptionist-dubai-marriott-internation-ec0217025d/>

Generated on: 2024-05-01 by Expertini.Com