

United Arab Emirates Jobs Expertini®

Spa Receptionist

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Company: Marriott

Location: Dubai

Category: other-general

****Job Number**** 24070173

****Job Category**** Administrative

****Location**** Le Royal Meridien Beach Resort & Spa, Al Mamsha Street, Dubai, United Arab Emirates, United Arab Emirates

****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' 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.__

At Le Méridien, we are inspired by the era of glamorous travel, celebrating each culture through the distinctly European spirit of savouring the good life. Our guests are curious and creative, cosmopolitan culture seekers that appreciate moments of connection and slowing down to savour the destination. We provide authentic, chic and memorable service along with experiences that inspire guests to savour the good life. We're looking for curious and creative people to join our team. If you appreciate connecting with like-minded guests and have a deep desire to create memorable experiences, we invite you to explore career opportunities with Le Méridien. In joining Le Méridien, 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.

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