

United Arab Emirates Jobs Expertini®

Supervisor-Front Office

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Company: MARRIOTT International

Location: dubai

Category: other-general

Responsibilities Ensure front desk is tidy and has all necessary stationery and material (e.g. pens, forms and informative leaflets) Train, supervise and support office staff, including receptionists, security guards and call center agents Schedule shifts Ensure timely and accurate customer service Handle complaints and specific customers requests Troubleshoot emergencies Monitor stock and order office supplies Ensure proper mail distribution Prepare and monitor office budget Keep updated records of office expenses and costs Ensure company's policies and security requirements are met Requirements and skills Proven work experience as a Front desk manager or Reception manager Hands on experience with office machines (e.g. fax machines and printers) Thorough knowledge of customer service, office management and basic bookkeeping procedures Proficiency in English (oral and written) Solid knowledge of MS Office, particularly Excel and Word Excellent communication and people skills Good organizational and multitasking abilities Problem-solving skills High School diploma; additional certification is a plus

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