



Receptionist Jobs in Dubai Across UAE 2022 || Handsome Salary || 100% Free Hiring

Description

Receptionist Jobs in Dubai

There's good news!! We are pleased to showcase **Receptionist jobs in Dubai** from various firms around the United Arab Emirates. Applying for receptionist jobs in Dubai might be a great alternative and a great chance for you. Receptionists provide a number of administrative support activities, such as answering phones, greeting guests, setting up meeting and training rooms, sorting and delivering mail, and arranging travel arrangements.

Following you will find a list of vacancies for **Receptionist jobs in Dubai**. You are highly recommended to create a good CV for the **Receptionist jobs in Dubai** to be considered for the current vacancies.

Following is a direct link to **download a CV for Dubai Jobs**, in case you don't have a CV or you want to modify your CV.

Download CV: [Click here to download a CV for Dubai Jobs](#)

Walk-in Interviews: [Click here to check the latest walk-in interviews in Dubai](#)

Jobs Details: Receptionist Jobs In Dubai

Hotel Name	Front Desk Receptionist/Telephone Operator
Job Location	Dubai
Nationality	As Per the Job Description
Education	Equivalent Degree/Diploma
Experience	Mandatory
Salary Range	As Per the Job Description
Benefits	Excellent

Posted Date **18th august 2022**

Receptionist jobs in Dubai

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RECEPTIONIST JOBS IN UAE KUWAIT, OMAN, QATAR, MUSCAT

WALK-IN-INTERVIEW

HIRING NOW

 WWW.GULF-CAREERS.COM/  CO

Receptionist jobs in Dubai

Receptionist Responsibilities:

- With a friendly and helpful attitude, greet clients and guests.
- Assisting clients in locating information in the office.
- As needed, announcing clientele.
- Maintaining visitor logs and assisting with workplace security by issuing, checking, and collecting badges as needed.

- Copying, faxing, taking notes, and making trip arrangements are some of the administrative activities that I assist with.
- Getting the conference and training rooms ready.
- Professionally answering the phone and redirecting calls as needed.
- Assisting coworkers with administrative responsibilities

How to Apply For Receptionist jobs in Dubai?

In case you are interested to apply for any of the positions above, then all you have to do is send us your CV. We realize it might be difficult to find additional jobs right now, but our company is looking to expand in the near future and these opportunities might become available again soon.

Also, if there's a position that you think you'd be perfect for but haven't seen here yet, please feel free to reach out and tell us about it. If there aren't any openings where we can place you at the moment, just shoot us an email telling us why we should hire you anyway. And don't forget, this is your chance to shine so send your best stuff!

List Of Receptionist jobs in Dubai UAE || New Updates ||

[box type="success" align="" class="" width=""]**Sharing is Caring!** Friends Share these jobs with your loved ones on Facebook, Whatsapp, and other social media platforms.[/box]

1) Hotel Receptionist Jobs

- **Career level: Mid-level**
- **Employment type: Full Time**
- **Minimum Work Experience: 0-1 Years**
- **Minimum Education Level: High-School / Secondary**
- **Skill 1: Good Communication**
- **Skill 2: Dedicated**
- **Skill 3: Hardworking**
- **Skill 4: Optimistic**
- **Is a CV required? Yes**
- **Benefits: As per UAE laws**
- **Company Name: CONFIDENTIAL**
- **Company Size: 11-50**
- **Phone Number: +971562726378**
- **Listed By: Recruiter**

Job-based in: Dubai

Five-star Hotel In Dubai needs good & Experience receptionists immediately joining.
Looking for a Visit Visa holder as Visa will be provided by the company.

Benefits of the company:

*Accommodation *Transport *Medical Benefits.

Salary will be AED1500 Per month.

8 to 10 hours duty.

Should have good communication skills in English. Arabic will be beneficial.

Good looks will be beneficial.

For more Details contact: +971562726378

2) Receptionist cum Secretary

- Job Title: Receptionist cum Secretary
- Company: ABWAB ALNOOR DATES PREPARING
- Positions: 1
- Job Location: Dubai
- languages: English, Urdu, Hindi
- Gender: Female only
- Visit visa applicants are welcome to apply
- **Call: Send CV Email: admin@abwabalnoor.com**

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3) Required for a Building Contracting Company (7 Nos.)

- Sr. MEP Engineers (2 Nos.)
Â 6-10 years of Gulf experience
- Mechanical Engineer (2 Nos.)Â 4-6 years of Gulf experience
- Electrical Engineer (2 Nos.)Â 4-6 years of Gulf experience
- Receptionist Â 2 years of Gulf experienceÂ
- **Send CV Email: ejobs2022@gmail.com**

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4) Receptionist cum Telecaller

- Pitbull Safety Shoes Company

- Duty/Work in Dubai
- Degree/diploma holders (Equivalent)
- Relevant experience is a must
- Male/Female
- Applicant must be Inside UAE
- **Send CV Email: hr@safetyshoes.ae**

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5) Receptionist Jobs

- Royal M Hotels & Resorts
- Duty/Work in Abu Dhabi (Full time)
- Degree/diploma holders (Equivalent)
- Relevant experience is a must
- Male/Female
- Applicant must be Inside UAE
- **Send CV Email: hrcoord.rmad@royalmhotels.com**

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6) Gevora Hotel Dubai (3 Nos.)

1. Front Desk Agent
2. Front Office Duty Manager
3. **Housekeeping Desk Coordinator**

Job Requirements:

- 2 years of Relevant UAE experience (Front Office Duty Manager)
- 1 year of Relevant UAE experience (Front Desk Agent)
- 1 year of Relevant UAE experience (Housekeeping Desk Coordinator)
- Excellent communication & Positive interpersonal Skills
- Able to Join Us immediately

Send CV Email: hrm@gevorahotels.com

7) Job Career in Transport Company (3 nos.)

1. Accountant

2. Transport Operation Staff

3. Receptionist (Filipino)

- Work Location: UAE
 - Qualification: Diploma/degree
 - Experience: 2 to 5 Years (UAE)
 - Age Requirement: 25 to 50 Years old
- Send CV Email: accounts@gurfateh.ae**

Category

1. Walk in interviews in Dubai
2. Receptionist Jobs

Date

23/11/2024

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