Marriott Careers For Freshers – Fast Job – Free Job For Back Office Staff

Job Location

India
Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

USD. 15 - USD. 24

Qualifications

Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time

Hiring organization
Marriott International

Date posted
April 4, 2024

Valid through
31.12.2024

APPLY NOW

Description

Marriott Recruitment 2024

Do you thrive in a fast-paced environment where you can make a difference every day? Are you organized, detail-oriented, and possess a passion for creating a welcoming atmosphere? If so, then a career as an Back Office Staff at Marriott could be the perfect fit for you!

Marriott Jobs Near Me

Marriott is a world-renowned hospitality company with a portfolio of incredible brands offering unforgettable experiences. We believe in the power of our people to create lasting memories for our guests. As an Back Office Staff, you'll play a vital role in ensuring the smooth operation of our hotels, directly contributing to guest satisfaction and the success of our team.

Why Join Us?

- **Be part of a hospitality legacy:** Marriott is a global leader with a rich history of innovation and excellence. Join our team and be part of shaping the future of travel.
- **Make a real impact:** Your role is essential in keeping our hotels running efficiently. You'll directly contribute to creating a positive work environment and exceptional guest experiences.
- **Growth and development opportunities:** Marriott is committed to

investing in its people. We offer a variety of training and development programs to help you advance your career.

- **Competitive benefits package:** Enjoy comprehensive health insurance, paid time off, travel discounts, and more!
- **Dynamic and rewarding work environment:** No two days are alike in the hospitality industry. You'll work with a diverse team in a fast-paced environment, ensuring a stimulating and rewarding career.

Job Summary:

We are seeking a highly organized and detail-oriented Back Office Staff to join our team. In this role, you will be responsible for a variety of administrative tasks that are essential for the smooth operation of our hotel. You will be the go-to person for staff and guests alike, providing excellent customer service and ensuring a seamless experience for everyone.

(adsbygoogle = window.adsbygoogle || []).push({});

Key Responsibilities:

- Manage day-to-day office operations, including scheduling appointments, maintaining calendars, and overseeing administrative staff (if applicable).
- Oversee office supplies and equipment, ensuring timely restocking and efficient use.
- Coordinate travel arrangements and logistics for staff as needed.
- Process expense reports and invoices in accordance with company policies.
- Maintain accurate and up-to-date records, including filing systems and databases.
- Manage guest relations, including handling inquiries and resolving issues in a professional and courteous manner.
- Greet visitors and ensure a positive first impression of the hotel.
- Coordinate with other departments to ensure smooth communication and collaboration.
- Perform other duties as assigned.

Required Skills and Qualifications:

- Minimum of 1 year of experience in an office administration or related role (flexible for recent graduates).
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to prioritize multiple tasks and work effectively in a fast-paced environment.
- Detail-oriented and possess a strong commitment to accuracy.
- Ability to maintain confidentiality and discretion.
- A positive and professional attitude with a commitment to providing exceptional customer service.

Experience:

This position is open to both recent graduates and individuals with experience. We are looking for a highly motivated and capable candidate who is eager to learn and grow within the Marriott family.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs

Why Join Marriott ?

Marriott is more than just a hospitality company; we are a family. We offer a supportive and collaborative work environment where you can feel valued and appreciated. Here are just a few of the benefits you can enjoy as a Marriott employee:

- Competitive salary and benefits package, including health insurance, dental insurance, vision insurance, life insurance, disability insurance, paid time off, 401(k) retirement savings plan, and employee discounts.
- Opportunities for professional development and career advancement.
- A dynamic and rewarding work environment.
- The chance to be part of a global company that is making a difference in the world.

Application Process:

If you are interested in joining our team, please submit your resume and cover letter online. In your cover letter, please tell us why you are interested in working at Marriott and what you can bring to the role.

Motivate to Join:

We are looking for a passionate and driven individual who is excited about the hospitality industry. If you are looking for a career that is both challenging and rewarding, then Marriott is the place for you!

General Overview:

As an Back Office Staff at Marriott, you will play a vital role in ensuring the smooth operation of our hotels. You will be responsible for a variety of administrative tasks, from scheduling appointments and maintaining calendars to overseeing office supplies and equipment.

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs

Important Links

Find the Link in [Apply Now](#) **Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});