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Reservations Clerk

Job Location

Saudi Arabia

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

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Base Salary

USD 3,000 - USD 3,800

Qualifications

High school diploma or equivalent

Employment Type

Full-time

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Hiring organization

Marriott

Date posted

December 28, 2024

Valid through

31.07.2025

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Description

Reservations Clerk Job in Saudi Arabia

Marriott International is hiring a **Reservations Clerk** to join their team in Saudi Arabia. This role is ideal for individuals who excel at customer service, have attention to detail, and are passionate about the hospitality industry. If you're ready to be part of a global leader in hospitality, this opportunity is for you.

While Marriott gives preference to candidates based in Saudi Arabia, qualified international applicants are welcome to apply. Visa sponsorship and relocation support may be available for exceptional candidates.

Details of Reservations Clerk Jobs in Saudi Arabia

- **Company:** Marriott International
- **Position:** Reservations Clerk
- **Location:** Riyadh, Jeddah, Dammam, and Mecca
- **Qualification:** High school diploma or equivalent
- **Job Type:** Full-Time
- **Experience:** Entry-level or with experience in a similar role
- **Knowledge Required:** Customer service, reservation systems, and communication skills
- **Age Requirement:** 20 years and above
- **Salary:** SAR 4,500–SAR 6,000 per month

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About the Job

As a **Reservations Clerk**, you will handle guest reservations efficiently and accurately, ensuring a seamless booking experience for all Marriott customers. This role requires excellent communication and organizational skills, along with a commitment to delivering outstanding guest service.

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Key Responsibilities

1. Reservation Management

- Handle reservation requests via phone, email, or online platforms.
- Process bookings, cancellations, and modifications accurately.

2. Customer Service

- Provide friendly and professional assistance to guests.
- Answer queries about room rates, availability, and hotel services.

3. Record Keeping

- Maintain up-to-date records of reservations in the system.
- Ensure all guest preferences and special requests are noted and fulfilled.

4. Collaboration

- Work closely with other departments, such as front desk and housekeeping, to ensure guest satisfaction.
- Communicate effectively with team members to address any issues or changes.

5. Problem-Solving

- Resolve guest complaints related to bookings or availability.
- Offer alternative solutions when the desired accommodations are unavailable.

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Requirements

Educational Background

- High school diploma or equivalent qualification is required.
- Additional certifications in hospitality or customer service are an advantage.

Skills

- Proficiency in reservation systems or hotel management software.
- Strong interpersonal and communication skills.
- Attention to detail and organizational abilities.
- Fluency in English is mandatory; Arabic proficiency is a plus.

Experience

- Previous experience in reservations, customer service, or hospitality is preferred but not required.
- Fresh graduates with relevant skills are encouraged to apply.

Age Requirement

- Applicants must be 20 years or older.

Benefits

Working at **Marriott International** comes with numerous benefits, including:

- **Competitive Salary:** SAR 4,500–SAR 6,000 per month.
- **Health Insurance:** Comprehensive medical and dental coverage.
- **Employee Discounts:** Special rates at Marriott hotels worldwide.
- **Career Growth:** Opportunities for professional development and advancement.
- **Relocation Support:** Visa sponsorship and assistance for international candidates.
- **Work Environment:** A diverse and inclusive workplace culture.

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How to Apply

If you are interested in the **Reservations Clerk** position at **Marriott International**, follow these steps to apply:

1. Visit the official **Marriott Careers** website and search for the Reservations Clerk job in Saudi Arabia.
2. Complete the online application form, attaching your updated CV and cover letter.
3. Highlight your relevant skills, experience, and enthusiasm for hospitality.
4. Submit your application and await a response from the recruitment team.

Note: Applications are accepted only through the official Marriott Careers website.

In Summary

- **Position Name:** Reservations Clerk
- **Company:** Marriott International
- **Location:** Riyadh, Jeddah, Dammam, and Mecca
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- **Job Type:** Full-Time
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- **Knowledge Required:** Reservation systems, customer service, and communication skills
- **Age Requirement:** 20 years and above
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If you're ready to embark on a rewarding career in hospitality, join **Marriott International** and help create memorable experiences for guests worldwide. Apply today!

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