

# MERCURE

## HOTEL

DUBAI BARSHA HEIGHTS

### JOB DESCRIPTION

F/TC/26 Rev00

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**Job Title:** Front Desk Agent

**Level:** 1

**Responsible for:** Guest Services

**Date:** 26/08/2026

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### OBJECTIVE:

Every Mercure team member is a "Heartist". A Heartist represents Mercure's brand and its values, at all times. The Mercure Heartist will establish relationships and foremost, the Mercure Heartist will deliver an exceptional guest experience and promote the French Elegance.

### MAIN DUTIES:

#### Administration

- Applies the procedures of general cashier, accept cash, approved credit cards, travelers' cheques and foreign currency following set guide lines and policies laid out in the company directives and FO SOP
- Inform all relevant departments regarding special guest requests.
- Ensures that all guest documentation is up-to-date and available.
- Makes the update of the profiles, complete all daily tasks laid out in the Reception Check-lists.
- Co-ordinates with housekeeping the room status such as check out, sleep out, rooms found vacant, double beds, VIP etc.
- To ensure that all guest and internal messages are relayed promptly and accurately.
- Daily High Balance need to be checked and reminders to be send to the guest.
- All Heartists may be assigned to other duties in the hotel as and when required by business levels.

#### Financial and Revenue Responsibilities

- To know the correct way to upsell creating the opportunity to maximize revenue.
- Responsible for the development of a marketing plan.
- Promotes the brand and/or Group loyalty programme, promote hotel Food and Beverage outlets and anticipate the guest need and pitch the sales.
- To be responsible for a cashiering float in accordance with company procedure and to inform any overage/shortage to the Shift Leader/Duty Manager.
- Cashier procedure to be followed as per Hotel Policy.

#### Training and Talent & Culture

- Whenever possible to attend & enroll in Hotel & department training.
- Ensure that relevant training hours completed per month as per hotel training policy.
- Ensure wherever possible that employees are provided with a work place free of discrimination, harassment and victimization.
- Treat complaints of harassment and discrimination promptly and confidentially.
- Treat customers and colleagues from all cultural groups with respect and sensitivity.
- Identify and deal with issues which may cause cross cultural conflict or misunderstanding.

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#### **Guest Service Responsibilities**

- Welcomes guests and takes care of them from their arrival through to departure
- Contributes to guests' permanent satisfaction by providing high quality services throughout their stay
- To provide an efficient and friendly check-in & check out according to company directives.
- To handle guest requests ensuring that all matters are dealt with efficiently and promptly.
- Handles any guest complaints and/or remarks; provides a response as soon as possible.
- Conveys the hotel image.
- Helps bring certain brand concepts to life on a day-to-day basis.
- Respects the reservation commitments in full.

#### **Miscellaneous**

- All Heartists are required to comply with every reasonable request from their hierarchical supervisor(s) within an amount of time that it takes to comply under normal circumstances.
- All Heartists" may be assigned to other duties in the hotel as and when required by business levels.

### **GENERAL DUTIES:**

#### **Health and Safety**

- Ensure that all potential and real Hazards are reported immediately and rectified
- Be fully conversant with all departmental Fire, Emergency and Bomb procedures
- Ensure that all emergency procedures are rehearsed, implemented and enforced to provide for the security and safety of guests and employees
- Ensure the safety of the persons and the property of all within the premises by fairly applying Hotel Regulations by strict adherence to existing laws, statutes etc.
- Ensure all staff within the department work in a manner which is safe and unlikely to give risk of harm or injury to selves or others
- Use safe manual handling techniques and practice safe work habits following Accor Health, Safety and Environment policies, maintain procedures to minimize our impact on the environment and prevent pollution.

#### **Confidentiality**

- Ensure confidentiality and secure storage of all intellectual property and data bases, both hard copy and electronic. Adhere to Accor Internet and Email policy
- Ensure Hotel, Customer and Staff information or transactions are kept confidential during or after employment with the company.

#### **To be fully conversant with:**

- Hotel fire procedures
- Hotel security procedures
- Hotel Health and Safety policy and procedures
- Hotel Facilities and attractions
- Hotel standards of operation and departmental procedures
- Mercure Appearance guidelines
- Mercure vision and its corresponding strategies
- Methods of accepted payment of the company
- Short- and long-term company marketing promotions

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#### **Our team and working environment:**

Located along Sheikh Zayed Road in Barsha Heights right next to Dubai Internet City Metro Station. The hotel is nestled in the key business and commercial district of Dubai Media City, Dubai Knowledge Park and Dubai Internet City. Mercure Dubai Hotel offers a unique hospitality experience for business & leisure travelers and well as for long stays at an affordable price. Close proximity to Mall of the Emirates, Palm Jumeirah and major tourist attractions.

An elegant hotel with 1015 suites and apartments spread over 41 floors. Each contemporary room features floor to ceiling windows that have exceptional views of the city & skyline. For meetings, trainings and social events the hotel offers an extensive range of multi-functional meeting and event spaces.

#### **Our commitment to Diversity & Inclusion:**

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

**Disclaimer:** Mercure Hotel Suites & Apartments shall provide an equal opportunity in all aspects of employment and career progress when it comes to gender, nationality, religion, ethnicity, disability and shall not tolerate any illegal discrimination or harassment of any kind.

#### **Why work for Accor?**

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities

By joining Accor, every chapter of your story is yours to write and together we can imagine tomorrow's hospitality. Discover the life that awaits you at Accor, visit <https://careers.accor.com/>

Do what you love, care for the world, dare to challenge the status quo! **#BELIMITLESS**