

Senior Admin Assistant



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Dec 24, 2024

Employment Status :

Experience :

Salary :

Gender :

Career Level :

Qualification :

Job Description

Additional Information Pay: \$21.12/hr., Supports Banquets Department Job Number 24215946 Job Category Administrative Location JW Marriott Marco Island Beach Resort, 400 South Collier Boulevard, Marco Island, Florida, United States, 34145 VIEW ON MAP Schedule Full Time Located Remotely? No Position Type Non-Management POSITION SUMMARY Enter and retrieve information contained in computer databases using a keyboard, mouse, or trackball to update records, files, reservations, and answer inquiries from guests. Transmit information or documents using a computer, mail, or facsimile machine. Operate standard office equipment other than computers. Prepare letters, memos, and other documents using word processing, spreadsheet, database, or presentation software. Handle incoming and outgoing mail, including date stamping and distributing incoming mail. Create and maintain computer- and paper-based filing and organization systems for records, reports, documents, etc. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Enter and locate work-related information using computers and/or point of sale systems. Follow all company policies and procedures, ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, prepare and review written documents accurately and completely, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law. Marriott Hotels strive to elevate the art of hospitality, innovating at every opportunity while keeping the comfort of the oh-so-familiar all around the globe. As a host with Marriott Hotels, you will help keep the promise of "Wonderful Hospitality. Always." by delivering thoughtful, heartfelt, forward-thinking service that upholds and builds upon this living legacy. With the name that's synonymous with hospitality the world over, we are proud to welcome you to explore a career with Marriott Hotels. In joining Marriott Hotels, you join a portfolio of brands with Marriott International. Be where you can do your best work, begin your purpose, belong to an amazing global team, and become the best version of you. JW Marriott is part of Marriott International's luxury portfolio and consists of more than 100 beautiful properties in gateway cities and distinctive resort locations around the world. JW believes our associates come first. Because if you're happy, our guests will be happy. JW Marriott associates are confident, innovative, genuine, intuitive, and carry on the legacy of the brand's namesake and company founder, J. Willard Marriott. Our hotels offer a work experience unlike any other, where you'll be part of a community and enjoy true camaraderie with a diverse group of co-workers. JW creates opportunities for training, development, recognition and most importantly, a place where you can pursue your passions in a luxury environment with a focus on holistic well-being. Treating guests exceptionally starts with the way we take care of our associates. That's The JW Treatment™. In joining JW Marriott, you join a portfolio of brands with Marriott International. Be where you can do your best work, begin your purpose, belong to an amazing global team, and become the best version of you.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
