

F&B Administrative Assistant

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Company: Mandarin Oriental Hotel

Location: İstanbul

Category: other-general

F&B Administrative Assistant

Apply now **Position**F&B Administrative Assistant (Full time #535074)

Property / Office:Mandarin Oriental Bosphorus, Istanbul

LocationIstanbul, Turkey

The Hotel

Mandarin Oriental Bosphorus, Istanbul has become Mandarin Oriental Hotel Group's second hotel in Turkey. The hotel is located on the European side of Istanbul, in the luxurious residential district of Kuruçeşme, right next to the unique Bosphorus.

Mandarin Oriental Bosphorus, Istanbul located on the shores of the Bosphorus with its lush, generous, and magical gardens, in the city center with two outdoor pools, 100 spacious guest rooms and suites, rich Sunday brunches with menus from unique Turkish and world delicacies, world-famous Novikov Restaurant for lunch and dinner, serving Italian and Mediterranean specialties, as well as delicious sushi varieties and many other special Pan-Asian delicacies, consists of innovative restaurants and bars and opulent and elegant banquet facilities. Spanning an area of 3,500 square meters, The Spa at Mandarin Oriental Bosphorus, Istanbul, is one of the best and most comprehensive health and beauty centers in Istanbul.

Duties and Responsibilities

Provide full administrative assistance - preparation of general correspondence, handling telephone calls, organising appointments

Process the Guest Feedback and Questionnaires, including review of responses

Prepare responses to guest correspondence for Chefs review and signature as needed

Type Food and Beverage Menus

Assist in preparation of work schedules and annual leave schedules within budget, business expectations and guidelines of the Labor Law

Compile reports for venue as requested

Personally ensure compliance with all relevant Workplace Health & Safety and Occupational Health & Safety rules, and related policies

Anticipate guest's needs through observation and offer prompt, efficient service either personally or through effective communication with other associates

Requirements

University graduate

English and Turkish communication skills both written and spoken

Strong problem solving skills

At least 2 years of experience in similar positions at a luxury hotel

Must possess excellent organizational and administrative skills and interpersonal skills

Previous hotel opening experience would be an advantage

Advertised 15 May 2023 GTB Daylight Time

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