



Example of Doorman Job Description

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Our growing company is looking for a doorman. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for doorman

- Supporting other areas within the Front Office and Service Express departments
- Must be able to push and pull large bell carts along with lifting heavy luggage in and out of vehicles
- Responsible for activities of Concierge Department operation
- Responsible for providing guest service and helps guest with opening and closing of car doors, carrying items, and providing directions
- Provides Concierge services in accordance with the objectives, performance and quality standards established by Shangri-La Hotels and Resorts
- Announce all visitors to the clients and tenants
- Monitor use and return of carts
- Stand at posted area to assist and greet guests
- Assist guests with luggage when checking in and upon checking out
- Give clear and concise direction to all guest requests

Qualifications for doorman

- Requires strong communication, organizational, decision-making and interpersonal skills
- You should tailor your approach by reading cues from each guest to ensure that they feel at home from the moment they arrive
- Fluent English Speaking, Local Knowledge ,Traffic Management, Arabic

- Frequent need (33% to 66% of time) to see things clearly beyond arm's reach (observe problems throughout property) and at close distance
- Constant need (66% to 100% of time) to communicate with residents, guests, vendors, and on-site staff
- Constant need (66% to 100% of time) to operate resident and guest vehicles by parking in a specified area in a safe and efficient manner