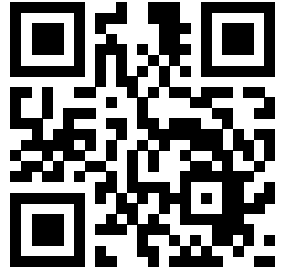


# ROOMS CONTROLLER - NEW YORK MARRIOTT MARQUIS ( 22056261 )

**free-classifieds-usa.com**



<https://tinyurl.com/2a7tpytp>

Contact: DALOMBA-VEIGA, ROSA

Phone:

Address: 1535 Broadway, New York City, New York, United States

Price: Free

**Description:**

Assign room according to guest request and preferences whenever possible. Pre-register designated guests and prepare key packets. Organize and coordinate check-in/pre-registration procedures for arriving groups. Review/Track/Accommodate requests for room/check-out changes when possible; communicate status to appropriate staff. Confirm reservations and cancellations. Review out-of-order rooms daily. Ensure rates match market codes and document exceptions. Verify and adjust billing for guests. File guest paperwork or documentation. Set up/process all guest check-ins/check-outs. Activate room keys. Secure valid payment. Identify any over-commitments. Perform duplicate reservation checks; block rooms. Run daily rep...

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