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Admin Coordinator Jobs in Dubai | Abbott Careers

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Company: Abbott

Location: dubai

Category: other-general

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Description: Validate Instruments shipping instruction, Orders, & Invoices, prepare necessary documents & follow up on missing items Coordinate planned activities (PM's, TSB's, PHN's, Abbott Link, Installation, Trainings) and follow up until implementation: /

Job Responsibilities: Provide required admin support need by service team.

Manage service stock of accessories and consumables.

Manage Data Cleanup (CMS Next, ITS, SPOC/GER42).

Initiate and drive service-related free of charge goods (FOC 8) – if required Job

Requirements: 3 Years' Experience in similar roles as Admin support/ coordinator or in Customer Service.

UAE Nationals only

General knowledge of diagnostics instruments field is preferred. #J-18808-Ljbffr

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