

Booking Coordinator Jobs In Dubai 2022 | Caliberly

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Company: Caliberly

Location: dubai

Category: other-general

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Job Responsibilities:

Customer Service (a must).

Process customer bookings through email or WhatsApp.

Respond to customer enquiries.

Schedule the photoshoot with our photographer.

Create the booking form and send all details to the customer for confirmation.

Acknowledge receipt of the deposit.

Schedule and coordinate, pick up and drop off, with the drivers.

Coordinate between the post production team and the client, the sending of the original

Job Requirements:

Customer Focus

Excellent Communication Skills (English)

Highly Organized

Good Problem Solving Skills

Honest and Trustworthy

Patient and Courteous

Professional and Punctual

Strong Sense of Responsibility; willingness really put in the work

Able to Work under Minimal Supervision; able to manage her task list.

Energetic; can endure working in a fast-paced environment

Team Player; possesses the initiative to help the team especially when needed

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