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Booking Coordinator Jobs In Dubai UAE 2023 | Caliberly

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Description:

We are looking for a highly organized scheduling coordinator to coordinate the calendar of one of our senior managers. In this role, you will be setting up appointments, managing travel bookings, and informing participants of rescheduled or canceled meetings in a timeous manner.

Responsibilities:

Process customer bookings through email or WhatsApp.

Customer Service (a must).

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 pictures and also the edited pictures.

Assist in resolving in any corrections requested by the client with the post production

team.

Administration & Secretarial tasks.

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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