

Contracts Specialist Jobs in Dubai 2023 | Serco Group Careers

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Company: Serco

Location: Dubai

Category: legal

Responsibilities:

Coordinate the movement tasks in support of minor operations in the Middle East region;

Provide advice and conduct liaison with the supported ADF units and coalition forces on movement related requirements;

Coordinate transportation as required;

Provide advice and assistance to ADF units on the preparation of personnel scheduled to travel;

Coordinate the physical movement of cargo to be shipped on the scheduled ADF flight from Al Minhad Airbase;

Report all personnel and cargo movements in accordance with the relevant ADF SOP's;

Requirements:

A minimum of 5 years of administrative experience in a fast-paced operations environment

Previous experience working in a base operations environment is preferable;

Possess a current Australian Federal Security Clearance (minimum requirement –

Negative Vetting Level 1) issued by the Australian Government Security Vetting Agency (AGSVA).

Possess a current valid Australian driving licence (in order to obtain a UAE driving licence).

#J-18808-Ljbffr

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