United Arab Emirates Jobs Expertini®

Coordinator – Development and Governance Jobs in UAE | Transguard Group

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Company: Transguard Group

Location: united arab emirates

Category: other-general

1- Coordinator – Development and Governance

Job: Full Time

Location: UAE

Description:

The key background for this role is that the employee will have data input and administrative background and an understanding of the overall business unit operations and requirements. Working with the team Quality Governance and Development Team as part of the Aviation BU this includes assisting with sales solutions, data input and recording daily, weekly and monthly reports to support in timely decision making as well as working alongside the support services teams on invoicing, T&A consolidation, Payroll and Deployment Trends and provide observations.

Job Responsibilities:

Daily, weekly and monthly reporting relevant to the business (eg. Deployments, KPI adherence etc)

Review and monitor data sources to ensure data and reporting accuracy

Resolving and Closing Employee Queries

Data input for use in Power BI Dashboards

Job Requirements:

Strong Admin,IT and numerical background

Knowledge of Airside Pass Application Process

Background in Finance, Administration, strong IT and Excel skills

Implementation and usage of Power BI dashboards as well as digital transformation projects is a benefit

#J-18808-Ljbffr

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