

Coordinator – Security Operations Center Jobs in Dubai

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Company: Transguard Group

Location: , Dubai, United Arab Emirates

Category: other-general

Coordinator – Security Operations Center Jobs in Dubai

Job Responsibilities:

Maintain staff information on weekly basis, to include maintaining team timesheets, updating staff annual leave, rejoining, ID numbers, DPS License number etc. along with other general information;

Maintain records of team training requirements and applications;

Processing staff requests and follow up with TGHQ HR;

Maintain Document in/out register and follow up for document delivery/receipt to and from TGHQ. All documents including proposals and invoices;

Job Requirements:

Minimum English Language Level 4 (by Transguard Group Standards).

Use of MS Excel.

intermediate proficiency in MS Excel.

#J-18808-Ljbffr

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