

Coordinator - Transactional

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Company: Transguard Group Dubai

Location: Dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- To ensure that all corporate documents are well checked and submitted on time prior to the document's submission due date.
- Responsibility of a medical coordinator is to assist all the staff for medical schedule.
- Preparing the Medical Related Documents for all the employees who are scheduled for medical.
- Chasing the day to day medical results from the medical center and to be submitted with TSS team.
- A Medical Coordinator is responsible to ensure staff are on the bus for medical test.

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