

Coordinator – Transactional Shared Services Jobs in Dubai

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Company: Transguard Group

Location: dubai

Category: other-general

Coordinator – Transactional Shared Services Jobs in Dubai

Job 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.

Job Requirements:

EPT Level 3 or above (as per Transguard English standards).

Intermediate proficiency use of MS Excel.

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