

Corporate Project Coordinator Jobs In Dubai | Cartier Careers

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Company: Cartier

Location: dubai

Category: other-general

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Job Responsibilities:

Coordinate the calendar of corporate activations in coherence with the global UAE priorities
Assists executive leadership in developing presentations, speeches, and other important corporate messages.

Support on logistics and organization for the Arts & Culture programming initiatives and events

Communicate on the CWI and the Women's Pavilion legacy to strengthen women's empowerment in the UAE internally and externally.

Job Requirements:

Bachelor's degree in Communications, Public Relations, Journalism, or a related field. 2/3 years agency experience or in a similar role, PR agencies and/or cultural institutions and/or Corporate.

Narrative writing and Editorial skills. In both English and Arabic.

Excellent written and verbal communication/editing skills, in both English and Arabic.

Excellent interpersonal skills.

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