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Crew Booking & Scheduling Coordinator Jobs In Sharjah | Showforce Services Ltd Event Crew

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Company: Showforce Services Ltd Event Crew

Location: Sharjah

Category: sales-and-related

Crew Booking & Scheduling Coordinator Jobs In Sharjah | Showforce Services Ltd Event
Crew

About the job

Book crew ensuring the correct skills are matched to each project

Maintain the crew database, documents and procedures to ensure all information is accurate and complete

Be a link between the Crew Manager, clients, and crew

Ensuring that customers receive the best possible service at all times

Act as a point of contact for access to all items stored in Company storage and assist in managing inventory and stock control of all stored items

Prepare and complete daily job sheets for bus drivers

Assist in managing logistics for events including bus drivers, fork lift drivers, scissors lift drivers and deliveries of food and uniforms

Assist with crew admin including:

Requirement

Highly organized and able to multi-task

Adapts quickly to changes

Self-motivated and outgoing

Good knowledge of MS Office including Word and Excel

Good communication skills

Comfortable with delegating

Good team player

Able to identify problems in operations process and resolve them in quickly and timely manner

Able to work under pressure

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