

# United Arab Emirates Jobs Expertini®

## Customer Service Executive (3-4 month Temp Assignment)

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Company: Beresford Wilson & Partners (BWP)

Location: abu dhabi

Category: other-general

Customer Service Executive (3-4 month Temp Assignment) Jobs in Abu Dhabi, UAE by Beresford Wilson & Partners (BWP) | ArabJobs.com Customer Service Executive (3-4 month Temp Assignment) Beresford Wilson & Partners (BWP) - Abu Dhabi, UAE Posted In 10/11/2013 Apply For Job Applicants 44 Views 7246 Job Description An opportunity has arisen for a client of mine for a Customer Service Executive on a 3-4 month temporary assignment.

- Customer services management
- Create and maintain entry process
- Maintaining all participant updates on event entry system e.g. withdrawals, change of details, PIN management, late entries
- Oversee Race number allocation and race pack fulfilment management
- Volunteer and Team Leader recruitment, communication, registration and deployment
- Volunteer/Team Leader final communications, timings, booklet
- Breakfast, lunches and Volunteer welfare
- Assisting Sponsorship/Marketing Executive
- Extended office hours in busy periods
- Relocation on site with the team at each event
- Event hours are long and hard but rewarding and done as part of the team
- Media awareness
- Commercial awareness
- Event experience
- Experience in volunteer recruitment & management
- Experience in customer service
- Knowledge of Triathlon and/or Mass Participation Sport

Job Category Customer Service & Call Center  
Job Requirements Experience Any  
Career Level Senior  
Job Type Full Time  
Vacancies 4 Open Positions  
Salary Negotiable  
Gender Any  
Degree Level Any  
Faculty / Institute Any  
Major Any  
Age Any  
Nationality Any  
Residence Location Any  
Languages Any  
Own a Car Any  
Have Driving License Any  
Job Skills

- Time management and organizational skills
- Excellent written communication
- A keen eye for detail
- Can use initiative and work well independently
- IT skills (Microsoft packages)
- Clean driving license
- IT

skills to back up the requirements above• Passionate• Creative• Motivated• Team Player• Flexible• Organised- Arabic Speaker advantageous but not essential- Must be on a sponsored visa to apply- Assignment from Jan 2014- March 2014- No holidays must be taken during this assignment- Flexibility as although working hours will be 9am to 5pm you will be expected to work other hours for events etc- Monthly Salary depending on experienceAbout The CompanyBWP is a privately owned, top-end, low volume specialist recruiter with an emphasis on the Middle East markets.The company has pedigree, a pedigree that comes with over 30 years' combined experience of the local markets and from the capabilities of our staff and from their intimate knowledge of all major white collar sectors in the MENA region.As well as our bespoke search capacity, we are also able to professionally and knowledgeably advise on all aspects of the human capital dimension; from salary surveys and recruitment strategies to general HR policy , development and training.Company Industry Recruitment AgenciesApply For JobOr share with friendsShare this job to:Similar Jobs

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