

# United Arab Emirates Jobs Expertini®

## Department Coordinator

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Company: MBC Group

Location: united arab emirates

Category: other-general

### Responsibilities:

Coordinate daily department activities to achieve established goals.

Maintain department calendar and ensure to meet deadlines.

Prepare meeting agenda, schedule department meetings and distribute minutes.

Coordinate and organize department related special events.

Assist in budget preparation and expense management activities.

Assist team in scheduling conference calls and making travel arrangements.

To work on agreements with Legal & Finance through CMS

Work closely with legal on agreements

Work closely with finance on payments and invoices

Collect and review talents CV's that were submitted to the website

Create and update talents data on portfolio pad

Maintain all department information confidential and secure.

Respond to work requests from department staffs in timely and accurate manner.

Assist team in preparing and maintaining meeting materials, business presentations and other department files.

Provide general administrative and clerical support.

Draft letters, correspondence, memos, charts, documents, tables, graphs, and plans as requested.

Maintain positive working relationships with department staffs and customers.

## Requirements:

Minimum of 2 years of professional experience in industry

Excellent communication and leadership skills

Positive, team-oriented work approach and work ethics

Strong written and verbal communication skills.

Excellent organizational and time management skills.

Great customer service and interpersonal skills.

Friendly, service-oriented personality.

Keen attention to detail.

Problem-solving and basic troubleshooting skills.

Fluent in English and Arabic.

#J-18808-Ljbffr

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