

Engineering Coordinator Jobs In Abu Dhabi | Hilton

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Company: Hilton

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: architecture-and-engineering

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About the job

Carry out daily administrative activities of the Engineering office while adhering to Hilton Standards, policies and Procedures

Provide secretarial support to the Engineering team

Ensure all communications, particularly relating to owners, guests and the corporate office are handled promptly and professionally

Receive and distribute mail

Ensure outgoing mail is dispatched in a timely manner

Provide minutes to Engineering Team Meetings and compile management reports in a timely and accurate manner if necessary

Maintain adequate supplies of office stationary

Requirement

Carry out all filing

Comply with all key security mandates

Report any maintenance issues or hazards

Maintain own work area in a clean, tidy and good manner

Report defective materials and equipment

Assist with special projects related to the Engineering Office

Perform other tasks as assigned by management

#J-18808-Ljbffr

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