

# United Arab Emirates Jobs Expertini®

## Engineering Coordinator Jobs In Dubai UAE | Accor

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Location: dubai

Category: other-general

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Hyde Hotel Dubai features three incredible culinary experiences including the Mediterranean concept, Cleo Mediterráneo, contemporary Japanese from Katsuya, hand-crafted burgers from Hudson Tavern. Also on the property is The Perq, a coffee concept, a lobby lounge, and Hyde pool & lounge as well as a spa, male/female salon, fitness center, a swimming pool and retail area. The hotel's public areas, guestrooms and Cleo are designed by Ciarmoli Queda Studio. Katsuya, Hudson Tavern and Hyde pool and lounge are designed by Tristan Plessis Studio.

Responsibilities:

Day-to-day secretarial work including: typing, filing, telexes, faxes, telephone, etc

Ensures the distribution of documents, letters, telexes, faxes, memos, information, etc on a timely basis.

Arranges internal and external appointments with internal customers, suppliers and third-party inspectors

Distributes incoming mails, documents, articles efficiently to the Engineering Management and to internal and external customers

Assists in the preparation of all report documents, example Energy, Utility consumptions

Maintain and file all equipment operation log sheets

Implement the Hotel's and company's store keeping policies and procedures as instructed

by the department management to ensure the smooth operation of the stores is maintained at all times.

Requirements:

Knowledgeable in engineering terminology relating to building

Proficient in Microsoft Office applications

Excellent organizational skills and able to multi-task

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