

Engineering Coordinator Jobs In Dubai UAE | Accor

[Apply Now](#)

Company: Accor

Location: Dubai

Category: architecture-and-engineering

Engineering Coordinator Jobs In Dubai UAE | Accor

[For More Top Organization Jobs Click Here](#)

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

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. [Engineering Coordinator Jobs In Dubai UAE | Accor Jobsearchnews Jobs Dubai Jobsearchnews ↗](#)
2. [Engineering Coordinator Jobs In Dubai UAE | Accor ForestjobsJobs Dubai Forestjobs ↗](#)
3. [Engineering Coordinator Jobs In Dubai UAE | Accor Workfromhomejobs Jobs Dubai Workfromhomejobs ↗](#)
4. [Engineering Coordinator Jobs In Dubai UAE | Accor Searcheuropeanjobs Jobs Dubai Searcheuropeanjobs ↗](#)
5. [Engineering Coordinator Jobs In Dubai UAE | Accor Australiacareers Jobs Dubai Australiacareers ↗](#)
6. [Engineering Coordinator Jobs In Dubai UAE | Accor PublicrelationsjobsJobs Dubai Publicrelationsjobs ↗](#)
7. [Engineering Coordinator Jobs In Dubai UAE | Accor Parisjobs Jobs Dubai Parisjobs ↗](#)
8. [Engineering Coordinator Jobs In Dubai UAE | Accor MaintenancejobsJobs Dubai Maintenancejobs ↗](#)

9. Engineering Coordinator Jobs In Dubai UAE | Accor DominicanrepublicjobsJobs Dubai Dominicanrepublicjobs ↗
10. Engineering Coordinator Jobs In Dubai UAE | AccorTechgiantcareersJobs Dubai Techgiantcareers ↗
11. Engineering Coordinator Jobs In Dubai UAE | AccorSearcheruropeanjobs Jobs Dubai Searcheruropeanjobs ↗
12. Engineering Coordinator Jobs In Dubai UAE | AccorAccountantjobs Jobs Dubai Accountantjobs ↗
13. Engineering Coordinator Jobs In Dubai UAE | AccorJobsearchnews Jobs Dubai Jobsearchnews ↗
14. Engineering Coordinator Jobs In Dubai UAE | AccorAustraliacareers Jobs Dubai Australiacareers ↗
15. Engineering Coordinator Jobs In Dubai UAE | AccorGeologyjobsJobs Dubai Geologyjobs ↗
16. Engineering Coordinator Jobs In Dubai UAE | AccorOslojobsJobs Dubai Oslojobs ↗
17. Engineering Coordinator Jobs In Dubai UAE | AccorCardiologistjobs Jobs Dubai Cardiologistjobs ↗
18. Engineering Coordinator Jobs In Dubai UAE | AccorTechgiantcareersJobs Dubai Techgiantcareers ↗
19. Engineering coordinator jobs in dubai uae | accor Jobs Dubai ↗
20. AMP Version of Engineering coordinator jobs in dubai uae | accor ↗
21. Engineering coordinator jobs in dubai uae | accor Dubai Jobs ↗
22. Engineering coordinator jobs in dubai uae | accor Jobs Dubai ↗
23. Engineering coordinator jobs in dubai uae | accor Job Search ↗
24. Engineering coordinator jobs in dubai uae | accor Search ↗
25. Engineering coordinator jobs in dubai uae | accor Find Jobs ↗

Source: <https://ae.expertini.com/jobs/job/engineering-coordinator-jobs-in-dubai-uae-accor-dubai-accor-411-947811/>