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Our client is an award-winning technology solutions provider specializing in high-profile corporate events and exhibitions ranging from sports, music, and lifestyle. We are hiring a UAE-experienced events operations coordinator to join their Dubai operations.

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Responsibilities

Arrange and coordinate gate passes, delivery schedules and crew transportation to and from the warehouse to the venue.

Coordinate event set-up, breakdown, safe movement of equipment and goods to and from the warehouse.

Coordinate with vendors for the ensure timely delivery of goods and services.

Create and implement SOPs.

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Requirement

5 years' experience in events and conferences operations include pre and post events and logistics.

Experience of working in events technology, AV and acoustics sector is an advantage.

Proficient use of MS Office and Outlook emails.

UAE driving license is a strong advantage.

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