

High Jewellery Coordinator

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description :

Our client is a well-known **Retail company** They are now looking **High Jewellery Coordinator** to join them.

Roles & Responsibilities:

Manage client's itinerary: drivers, flights, hotel booking, restaurants etc.

Manage the ordering of client gifts and deliveries.

Monitor budget and updating of budget tracking file.

Liaise with agency to efficiently implement changes in client schedules.

Liaise with external suppliers to ensure timely delivery..

Preference:

Immediate Joiner

Candidates with valid Sponsorship Visa highly preferred.

Must have prior experience in the field of Admin

Qualifications:

Excellent command of both written and spoken English

Excellent Administrative, Time Management & Organizational skills.

High school diploma/ Bachelors required.

Benefits:

Labour Card

Insurance for Self

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