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Housing Coordinator - Abu Dhabi, UAE

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Company: CH2M HILL Careers

Location: abu dhabi

Category: other-general

Why CH2M HILL For decades, CH2M HILL has been a global leader in engineering, consulting, design, program management, construction and operations, working on the most challenging and impactful projects around the world. Through these challenging projects, we develop our people – who transform complex and creative ideas into reality, every day. Join us and together we can work to build a sustainable world. We support you to reach your greatest career goals through continued professional development, a positive work life balance and undeniably cool engineering projects. Join employee-owned CH2M HILL and discover why our diverse team has been consistently ranked as one of the leading employers and repeatedly recognized by FORTUNE magazine as one of the “100 Best Companies to Work For”. About the Business Description and Desired Qualifications Housing Coordinator - Abu Dhabi, UAE Job all house Requests for the ENEC project Job Responsibilities :Ensure accomodation is available and furnished for all new hires. Liaise directly with employees for furniture/white goods replacement/repair when appropriate Maintain up-to-date accomodation and asset log Be prepared to take on additional administrative responsibilities as and when required which may be unrelated to housing Basic Qualifications Key qualifications of this position includes: High School certificate preferred Good computer skills Previous experience in company housing, preferred Must be able to handle employee issues efficiently, firmly and diplomatically What you will find At CH2M HILL, the greatest challenges provide the biggest rewards. Each day, your drive and creative ideas will be providing solutions that help build a better tomorrow. Whether it is the pride that comes with accomplishment, personal growth or making a difference in the world, you will

discover true success in a career that brings out Key qualifications of this position includes:High School certificate preferredâ€¢Good computer skillsâ€¢Previous experience in company housing, preferredâ€¢Must be able to handle employee issues efficiently, firmly and diplomatically About The Company As a global leader in consulting, design, design-build, operations, and program management, CH2M HILL has the human and technical resources, the international footprint, and the depth of know-how and experience to help clients achieve success in any corner of the world.At CH2M HILL, we always strive to perform above your expectations and our industry's standards. It's not the exception here. It's the rule.Because clients demand and deserve a completely satisfying solution on every project, regardless of complexity, CH2M HILL differentiates itself through its commitment to perform above clients' expectations and on their behalf.

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