

United Arab Emirates Jobs Expertini®

Junior Personnel Coordinator

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Company: Geolog Group

Location: dubai

Category: other-general

Personnel Department - Dubai, United Arab Emirates - Full Time
GEOLOG is a world leader in oilfield services delivering solutions to Oil, Gas and Geothermal operators globally, with a workforce in excess of 1,500 and operations in 40+ countries. www.geolog.com The company seeks to add a Junior Personnel Coordinator to its Dubai office.
POSITION
The Junior Personnel Coordinator manages the day-to-day coordination of the company's field staff, ensuring the right people are assigned to the correct locations based on the requests from regional offices and corporate decisions. The Junior Personnel Coordinator will be responsible for the upkeep of the company planning database. The position reports to the Company's Senior Personnel Manager.
Responsibilities include, but not limited to:
Organizing the personnel working assignments
Maintaining the database of personnel assignment
Preparing travel documents when needed
Arrange training courses for personnel when requested
Occasional international travel maybe required
REQUIREMENTS
The ideal candidate will have the following skills and characteristics:
Analytical mind with good problem solving skills
Highly organized with ability to coordinate and prioritize multiple tasks and projects
Fluent in both oral and written English
Fluency in Spanish or French is advantageous
Team player with strong communication and interpersonal skills
No prior exposure to the oilfield services industry required, but desirable

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