

# 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](http://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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