

Latest Government Coordinator Jobs in Dubai 2023

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Company: Dubai Government

Location: dubai

Category: other-general

An executive coordinator is responsible for performing administrative and clerical tasks for senior management to support business functions and operations. Executive coordinators act as a liaison between team members and the executives, sharing the employees' concerns and addressing their inquiries.

Job Responsibilities

Executing, coordinating and following up the annual operational and operational plans and work programs of the office.

Preparing the necessary reports and data on the rates of completion of the work and operations of the follow-up and development office for the sector.

Preparing and drafting incoming and outgoing correspondence inside and outside the department and minutes of meetings related to the work of the office, and documenting and archiving them.

Contribute to the development and design of models for the work of the Follow-up and Development Office.

Contribute to the preparation and review of follow-up reports and the necessary data, especially with regard to performance indicators, statistics and questionnaires.

#J-18808-Ljbffr

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