

Middle East Channel Team Coordinator Jobs in Dubai

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Company: WarnerMedia

Location: Dubai

Category: other-general

Middle East Channel Team Coordinator Jobs in Dubai

Job Responsibilities:

Assisting in show budget, creating Invoices and PO on Netsuite System and keeping track of the budget.

Assisting in production schedule updates.

Freelance Crew and Service Provider bookings.

Local agreements with Freelance Crew and Service Providers.

Job Requirements:

Previous experience working in similar role is a distinct advantage

A proven track record of multi-tasking in a fast paced environment

Comfortable working across different cultures

Excellent time management skills, punctual and a strong ability to prioritise

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