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MPM Support Executive | Allianz Partners Dubai

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Company: Allianz Partners

Location: Dubai

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This position supports the Regional Head of Medical Provider Management (MPM) for Middle East and Africa (MEA) and the MEA team. This role has the overall responsibility to accomplish requested administrative support for assigned tasks and communicate information regarding activities and/or response to requests, providing timely and accurate information. This person is responsible for managing the MEA Regional MPM office to allow smooth functioning, including implementation of the processes, systems and tools to ensure regional and global alignment, provide visibility and reporting on key programs and provide administrative and operational support to the MEA Regional Manager.

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Your responsibilities will include, but are not limited to the following:

Support to drive the strategy and objectives devised by the Regional Head of MPM MEA.

Arrange daily appointments for the Regional Head of MPM MEA which includes managing their calendar and meetings.

Manage daily administrative work (handling calls, processing business correspondence, emails, travel booking).

Support planning and delivery of MPM MEA regional workstreams as part of key strategic activities, working in close collaboration with the Regional MEA MPM team, plus MPM Global and Central teams.

Collaboration with wider MPM function and other stakeholders across the business.

Support delivery and maintenance of regular (weekly / monthly) dashboards and reporting on delivery against strategic MEA objectives, Regional, Global and Regulatory Projects to Regional Head of MPM MEA.

Data collection and preparation for MPM MEA Commercial Reviews, Mid-Year and Year End Status updates. Attending to any ad-hoc dashboards/reports/presentation requirements in line with the MEA regional objectives.

Support Regional Head of MPM MEA to ensure effective governance exists across the MEA region. Follow-up on monthly reporting and steering of the projects related to MPM MEA.

Communicate regularly, effectively and efficiently with MEA Regional, Global and Central teams.

Support on projects (Global/Regional/Local Regulatory) as and when assigned by the Regional Head of MPM.

Assist in the regular review of governance processes including analyzing existing processes, and implementing changes, documenting new processes and procedures to support compliance, continuous improvement and innovative best practice in governance.

Support with compliance, maintenance and updates of desktop procedures, checklists etc.

Maintain a high level of confidentiality at all times.

Support Head of Function in documentation and monitoring of the Local & Regional DOAP (Delegation of Authority Policy).

Timely escalation to Regional Head of MPM for any deviations from the companies objectives and vision.

Ability to deliver on admin targets set locally, regionally & globally.

Adapt to the Allianz Partners Systems Infrastructure within all lines of businesses.

Other activities as directed by the Regional Head of MPM MEA from time to time.

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