

## Office Admin cum Project Coordinator - UNIQ Group

[Apply Now](#)

Company: Talent Pal

Location: dubai

Category: other-general

We are looking for a highly organized and multitalented individual to join our team as an Office Admin cum Construction/Fitout Project Coordinator. This is a dynamic role that combines the responsibilities of a skilled office administrator with the coordination duties of a project assistant within the construction/fitout department.

**Key Responsibilities:**

**Office Administration:** Manage schedules and calendars for the construction/fitout team. Handle travel arrangements and expense reports. Organize and maintain project documentation (drawings approvals contracts). Prepare presentations and reports. Process purchase orders and invoices. Maintain efficient office systems and procedures.

**Construction/Fitout Project Coordination:** Assist the Project Manager with planning and coordinating project workflows. Monitor project timelines and milestones identifying and mitigating potential delays. Manage project communication between subcontractors suppliers and internal teams. Prepare meeting agendas and minutes taking accurate notes. Organize and track project documentation (RFIs drawings permits). Coordinate site visits and document progress reports. Assist with procurement and logistics for materials and equipment. Resolve minor site issues and escalate major problems to the Project Manager.

**Qualifications:** Minimum 3 years of experience in office administration and construction/fitout environment. Diploma in Civil Engineering / ITI

**Job Type:** Fulltime  
**Salary:** From AED3000.00 per month

More jobs on

#J-18808-Ljbffr

[Apply Now](#)

## **Cross References and Citations:**

- 1. Office Admin cum Project Coordinator - UNIQ Group MoscowjobsJobs dubai  
Moscowjobs ↗**
- 2. Office Admin cum Project Coordinator - UNIQ Group LondonjobscentralJobs dubai  
Londonjobscentral ↗**
- 3. Office Admin cum Project Coordinator - UNIQ Group PortugaljobsJobs dubai  
Portugaljobs ↗**
- 4. Office Admin cum Project Coordinator - UNIQ Group Searchnzjobs Jobs dubai  
Searchnzjobs ↗**
- 5. Office Admin cum Project Coordinator - UNIQ Group Resume-score Jobs dubai  
Resume-score ↗**
- 6. Office Admin cum Project Coordinator - UNIQ Group Christmasjobs Jobs dubai  
Christmasjobs ↗**
- 7. Office Admin cum Project Coordinator - UNIQ Group TelecomjobsJobs dubai  
Telecomjobs ↗**
- 8. Office Admin cum Project Coordinator - UNIQ Group Findremotejobs Jobs dubai  
Findremotejobs ↗**
- 9. Office Admin cum Project Coordinator - UNIQ Group Searchcanadajobs Jobs dubai  
Searchcanadajobs ↗**
- 10. Office Admin cum Project Coordinator - UNIQ GroupErpjobs Jobs dubaErpjobs ↗**
- 11. Office Admin cum Project Coordinator - UNIQ GroupMinneapolisjobs Jobs dubai  
Minneapolisjobs ↗**
- 12. Office Admin cum Project Coordinator - UNIQ GroupMedicaljobsnearmeJobs dubai  
Medicaljobsnearme ↗**
- 13. Office Admin cum Project Coordinator - UNIQ GroupLegaljobs Jobs dubai  
Legaljobs ↗**
- 14. Office Admin cum Project Coordinator - UNIQ GroupMexicojobs Jobs dubai  
Mexicojobs ↗**
- 15. Office Admin cum Project Coordinator - UNIQ GroupCommunityjobs Jobs dubai  
Communityjobs ↗**

16. Office Admin cum Project Coordinator - UNIQ GroupLebanonjobsJobs dubai Lebanonjobs ↗
17. Office Admin cum Project Coordinator - UNIQ GroupFree-job-alerts Jobs dubaFree-job-alerts ↗
18. Office Admin cum Project Coordinator - UNIQ GroupSeattlejobsearch Jobs dubai Seattlejobsearch ↗
19. Office admin cum project coordinator - uniq group Jobs Dubai ↗
20. AMP Version of Office admin cum project coordinator - uniq group ↗
21. Office admin cum project coordinator - uniq group Dubai Jobs ↗
22. Office admin cum project coordinator - uniq group JobsDubai ↗
23. Office admin cum project coordinator - uniq group Job Search ↗
24. Office admin cum project coordinator - uniq group Search ↗
25. Office admin cum project coordinator - uniq group Find Jobs ↗

Source:<https://ae.expertini.com/jobs/job/office-admin-cum-project-coordinator-uniq-group-dubai-talent-pal-1968-27723/>

Generated on: 2024-05-03 by Expertini.Com