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Online Coordinator

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Location: dubai

Category: other-general

Online Coordinator(Job Number: ONL000003)DescriptionLook after and maintain the master project plan for the online development and oversee the Omni channel process in his/her countryFollow up and ensure all online processes are actioned on timely mannerAssist in the implementation of all related online projects related to the countryHelp in the design and assessment of Online trainings and all related projects in coordination with the Talent Development teamSupport with all country's online inquiries, processes, concerns or errors that may occurGenerate periodical reports covering any challenges, errors, customer feedback when neededDevelop and create weekly feedback about the online sales performanceQualificationsBachelor's Degree in Business Administration or equivalent3 years of experience in an operational roleFluency in EnglishProficiency in MS Office & especially ExcelStrong product knowledge across all departments of the storeCustomer Focus: level 2Driving and Achieving results: level 3Developing and Motivating Others: level 2Dubiztime.com is the leading job portal website for users in the UAE. Dubiztime.com strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.

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