

Operations Coordinator | A&A Associate LLC Dubai

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Category: other-general

Operations Coordinator | A&A Associate LLC Dubai

A & A Associate is a UAE registered Management Consultancy firm providing cost-effective value-added solutions to meet all your business needs under one roof. We follow the highest level of professional ethics and quality in our services.

We are currently seeking a reliable and organized Operations Coordinator to join our team at A&A associates LLC. In this position, you will contribute in an administrative capacity by assisting our teams on projects, supporting human resources, organizing company events and arranging employee training sessions. An Operations Coordinator's responsibilities include helping their organization run smoothly and ensuring that deadlines, plans for events or anything related gets accomplished on time with no issues. Ultimately, you will work in a support role and oversee many administrative tasks as needed.

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Roles & Responsibilities:

Facilitating cross-channel feedback from customers and employees to management and executive teams

Working with team leaders, managers, and department heads to learn departmental needs and goals

Ensuring that all activities conform to local, federal, industry and company standards

Identifying and resolving any problems in the production process

Qualifications:

Minimum 1 year of UAE experience in the operations field.

Bachelors degree in business, or a related field.

Good time management, prioritization, and multitasking abilities

Excellent interpersonal skills to build strong relationships with colleagues

Effective communication, including speaking, writing and active listening

Able to give and receive feedback and constructive criticism from a variety of channels

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