

Operations Executive Jobs in UAE | Majid Al Futtaim Careers

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Company: Majid Al Futtaim

Location: united arab emirates

Category: other-general

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Job Responsibilities:

Attend to tenant queries in the assigned Centre on stock taking, visual merchandising, delivery of materials, store maintenance and minor store renovation works. Forward to

security control the Management approval / permission to conduct required works in the store.

Coordinate with the concerned SMBU departments for the issues to be resolved i.e. mall defects, rectification work, fire & safety, security, maintenance, cleanliness and other Centre issues raised by the Senior / Manager Operations on their daily inspection / walk-about.

Assist the Senior / Manager Operations in reducing operating cost and ensure that the total operating expenses in the assigned Centre should remain within the budget.

Ensure that all Capex and planned maintenance programs for the assigned Centre are executed on a timely basis and in accordance with the agreed plan to keep the highest operating standards.

Job Requirements:

Bachelor's degree in Business Administration or equivalent.

Minimum 3 – 5 years' work experience in reporting, processing of POs / invoicing and payments and maintaining budgets and Centre administration preferably in a reputed Retail / Shopping Mall in GCC or abroad.

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