

Operations Senior Coordinator/Coordinator

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Company: Kearney Italia, Inc.

Location: united arab emirates

Category: other-general

Operations Senior Coordinator/Coordinator Operations Senior Coordinator/Coordinator Full-time Abu Dhabi, Dubai Job Description Position Title: Operations Senior Coordinator Middle East Department: Staffing & Operations Reporting Manager: ME Operations Manager Primary functions and responsibilities: Drive the full operations scope for the Middle East unit from job opening to tracking and reporting for selected Practices. Act as an Internal advisor and first point of contact to senior management on Business Operations topics for selected Practices. Practice Area Business planning: · Drive control and paperwork of engagements Coordinate with project officers to comply with Finance policies for job codes opening, insuring revenue and bookings recognition Liaise with Finance and Legal job opening / closing processes, as well as documentation follow-ups · Practice Area Pipeline management Prepare and drive monthly Practice meeting with PL and relevant stakeholders Update Leads and Proposal information into the L&P SAP tool in collaboration with project leadership, aim to maintain an accurate pipeline at all times Practice Area Experts tracking: · Support the Experts management process for selected Practices Perform Expert monthly Forecast and ACs monthly Estimated landing Analyse monthly variances vs forecast analysis and perform timesheet checks for Experts, and ensuring billings are recognized accurately · Analysis and reporting for focus area of: Utilization and realization Timesheet reconciliations Business updates Controlling project economics and forecasting, overseeing their lead to billing cycle Drive staffing alignment prior to project completion and coordinate with Finance on potential reserves/write-offs Support on DSO initiatives Investigate and reply to ad-hoc queries from key users Others: Support our day-to-day Operational tasks Non-billable job code

opening Perform audit of BD charge code time allocation · Participate in regional and global workstreams around sharing best practices in Operations Knowledge and skills requirements: · Strong analytical mindset and background, as well as proactive and strategic approach. Attention to detail, well organized · Ability to handle multiple tasks and set priorities to meet deadlines Utilizes sound judgment in dealing with work flow and uncertain situations. Possesses a Finance understanding, HR a plus · Handles situations with confidence, understanding and tact · Excellent oral and written communication skills with strong customer service oriented focus · Advance level experience with in MS Office, in particular Excel. PowerBI and SAP are a strong plus · Ability to respect all Kearney information as personal and confidential· Fluent in English (spoken and written) Education: · Bachelor's degree in Accounting, Finance or Business, with 4+ years of business experience required. Previous Experience: · 4+ years of business experience required in a professional, corporate environment Language RequirementsShare:Message from Alex Liu“For me, it’s essential that we serve our clients very well, but to do that we need to have a culture that allows you to be yourself.” Hear more about Kearney life from our Managing Partner and Chairman, Alex Liu.

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