

United Arab Emirates Jobs Expertini®

Operations Support | Freelance (3 months)

[Apply Now](#)

Company: Publicis Groupe

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

The Operation Executive will assist the Operations Team for three months by creating booking orders and verifying delivered campaigns, establishing new client/brand/vendor entries in the system, and organizing vendor/client documents.

This role is pivotal in ensuring streamlined operations and maintaining accurate records during the specified timeframe.

Qualifications

Technical & Product

Creating booking orders and vouching delivered campaigns

Creating new Client/Brand/Vendors via system

Collating vendor/client documents

Innovative & Analytical Mindset

Preferably comfortable working with numbers and operational systems

Problem solving skills

Organizational skills

Time Management skills

People & Leadership

Seeks others' feedback to develop self-awareness, strengths and address development

area.

Is able to proactively raise issues to improve effective team working and collaboration.

Is able to communicate confidently in a clear, concise and articulate manner.

Collaborates with stakeholders and embraces an inclusive based environment.

Is able to make valuable contributions to discussions and brainstorming sessions, providing insight and point of view.

Able to build relationships quickly with others and engages personally with peers and clients.

Treats others with respect, listens to other perspectives, especially when they are different from own.

Able to tackle problems in a timely manner and develop contingency plans that focus on problem resolution.

Drives a culture of trust with Peers, clients and all other stakeholders.

Self

Is able to take ownership for actions and deals with consequences in a mature manner.

Able to adjust performance based on experiences and feedback and showcases agility and flexibility.

Displays openness to the ideas of others and leverages them when beneficial for the business.

Showcases curiosity and open mindset towards new ways of doing things.

Is able to set high impact objectives and goes above and beyond to exceed performance.

Demonstrates the Growth Mindset and is able to take ownership of personal development and growth.

Capable of constructively challenging the status-quo and takes risks to challenge internal and external perspectives.

Approaches situations and individuals with honesty, integrity and humbleness.

Displays resilience and maintains drives and a positive outlook when faced with challenges.

[Apply Now](#)

Cross References and Citations:

1. Operations Support | Freelance (3 months) [Europajobscentral Jobs Dubai](#)
[Europajobscentral](#) ↗
2. Operations Support | Freelance (3 months) [Universityjobsnearme Jobs Dubai](#)
[Universityjobsnearme](#) ↗
3. Operations Support | Freelance (3 months) [TourismjobsJobs Dubai](#) [Tourismjobs](#) ↗
4. Operations Support | Freelance (3 months) [Europejoblistings Jobs Dubai](#)
[Europejoblistings](#) ↗
5. Operations Support | Freelance (3 months) [Dataanalyticsjobs Jobs Dubai](#)
[Dataanalyticsjobs](#) ↗
6. Operations Support | Freelance (3 months) [Searchcanadajobs Jobs Dubai](#)
[Searchcanadajobs](#) ↗
7. Operations Support | Freelance (3 months) [Federaljobs Jobs Dubai](#) [Federaljobs](#) ↗
8. Operations Support | Freelance (3 months) [Lahorejobs Jobs Dubai](#) [Lahorejobs](#) ↗
9. Operations Support | Freelance (3 months) [EmploymentnowJobs Dubai](#)
[Employmentnow](#) ↗
10. Operations Support | Freelance (3 months) [Minneapolisjobs Jobs Dubai](#)
[Minneapolisjobs](#) ↗
11. Operations Support | Freelance (3 months) [Nursejobsnearme Jobs Dubai](#)
[Nursejobsnearme](#) ↗
12. Operations Support | Freelance (3 months) [Managerjobsnearme Jobs Dubai](#)
[Managerjobsnearme](#) ↗
13. Operations Support | Freelance (3 months) [Whitecollarjobs Jobs Dubai](#)
[Whitecollarjobs](#) ↗
14. Operations Support | Freelance (3 months) [DallasjobsJobs Dubai](#) [Dallasjobs](#) ↗
15. Operations Support | Freelance (3 months) [Newyorkcareerhub Jobs Dubai](#)

[Newyorkcareerhub ↗](#)

16. [Operations Support | Freelance \(3 months\) Doctorjobsnearme Jobs Dubai](#)

[Doctorjobsnearme ↗](#)

17. [Operations Support | Freelance \(3 months\) Finlandjobs Jobs Dubai Finlandjobs ↗](#)

18. [Operations Support | Freelance \(3 months\) Searchamericanjobs Jobs Dubai](#)

[Searchamericanjobs ↗](#)

19. [Operations support | freelance \(3 months\) Jobs Dubai ↗](#)

20. [AMP Version of Operations support | freelance \(3 months\) ↗](#)

21. [Operations support | freelance \(3 months\) Dubai Jobs ↗](#)

22. [Operations support | freelance \(3 months\) Jobs Dubai ↗](#)

23. [Operations support | freelance \(3 months\) Job Search ↗](#)

24. [Operations support | freelance \(3 months\) Search ↗](#)

25. [Operations support | freelance \(3 months\) Find Jobs ↗](#)

Source: <https://ae.expertini.com/jobs/job/operations-support-freelance-3-months--dubai-publicis-groupe-32092ee510/>

Generated on: 2024-04-29 by [Expertini.Com](#)