

United Arab Emirates Jobs Expertini®

Order Coordinator

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Company: Al Futtaim Group

Location: dubai

Category: other-general

The job posting is outdated and position may be filled. Create and adhere to a timeline for planning events. Liaise with clients to gauge their needs. Work with staff to accomplish tasks. Contact vendors for outsourced services. Receive phone calls and respond to emails from clients. Find a suitable venue for events and book the venue in a timely manner.

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