

## Portfolio Project Coordinator Jobs In Dubai | Worley

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Location: dubai

Category: other-general

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**Responsibilities** Provide the relevant group or team with administrative and clerical support when required

Prepare and distribute incoming and outgoing correspondence

Program and file documentation and set up and maintain group

Monitor and, when required, purchase stationary and other office supplies

Arrange meetings, including organising equipment requirement.

Arrange and make travel and accommodation arrangements

Support the administration teams of other groups when required

Perform reception cover when required

Assist with the creation and preparation of correspondence for internal and external clients, documents, presentations and/or publications  
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**Requirement** Shall have worked EPCC Contractors of Oil & Gas Sector.

Native Chinese speaking with proficiency in English language bachelor's or master's degree from international university.

Maintaining accurate records of customer interactions and inquiries using the company's system and procedures.

Administrative Support Assist the Project Manager and the project team with day-to-day administrative tasks.

Documentation and Minutes Maintain and update all project-related documents, including meeting minutes, project schedules and assist in stakeholder communication. Apply Also:

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