

Project Administration Coordinator | dmg events Dubai

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Location: dubai

Category: other-general

Project Administration Coordinator | dmg events Dubai

dmg events is a leading organizer of face-to-face events and publisher of trade magazines and information services. Our aim is to create dynamic marketplaces to connect businesses with the right communities to accelerate their growth in today's rapidly evolving landscape.

To provide project administration support for the daily operations of the business.

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Responsibilities

Candidate must have salesforce knowledge

To support in processing project contracts in salesforce

To handle incoming phone calls, queries and other correspondences

To prepare official custom letters and official invitations letter

To support in schools communication (in Arabic) for the Government schools

To coordinate with schools for the required parents permissions for planned fieldtrips and event visit.

Candidate must be based in Abu Dhabi

Candidate must be fluent in Arabic

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