

Project Coordinator

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Company: Dubai Customs

Location: dubai

Category: other-general

The job posting is outdated and position may be filled. Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures. Organizing, attending, and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings. Preparing necessary presentation materials for meetings. Ensuring project deadlines are met. Determining project changes. Providing administrative support as needed. Undertaking project tasks as required. Developing project strategies. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution. Chair and facilitate meetings where appropriate and distribute minutes to all project team members. Create a project management calendar for fulfilling each goal and objective. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to

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