

Project Coordinator Jobs In Dubai | Agency Concepta Freedom

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Company: Agency Concepta Freedom

Location: dubai

Category: other-general

Project Coordinator Jobs In Dubai | Agency Concepta Freedom

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Performing data entry and maintaining databases

Collect and input data from various sources such as online, databases, surveys and documents

Ensure the safety of all data and their availability when needed

Communicate with other team members to ensure accuracy and safety of data collected

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Good typing and data entry skills

Reliable and fast internet connectivity

Strong organisational and time management skills

Excellent verbal and written communication skills

Proficiency in Microsoft Office or similar software

Ability to multitask and prioritise tasks effectively

Strong attention to detail and accuracy

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