

Project Coordinator Jobs In Dubai | dmg events

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dmg events is looking for a highly motivated and experienced Project Coordinator to support the planning and execution of ADIPEC. The successful candidate will work closely with the SVP and project departments and be responsible for coordinating project activities, ensuring that all tasks are completed within specified timelines and budgets.

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Responsibilities

Collaborate with the project teams to develop project plans, timelines, and budgets.

Coordinate project activities and ensure that all tasks are completed on time and within budget.

Develop and maintain project documentation such as project plans, status reports, meeting minutes, and action items.

Monitor project progress and adjust plans as necessary.

Liaise with internal stakeholders such as sales, marketing, operations, and finance to ensure their requirements are incorporated into project plans.

Liaise with external stakeholders such as suppliers, vendors, and contractors to ensure that they meet project requirements.

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Requirement

Bachelor's degree in a relevant field such as Event Management, Project Management, Marketing, or Business Administration or PMP Certification.

Minimum of 3 years of experience in project coordination, preferably in the events industry.

Excellent project management skills with the ability to manage multiple projects simultaneously.

Strong communication and interpersonal skills with the ability to build and maintain relationships with internal and external stakeholders.

Strong organizational skills with attention to detail and ability to work under pressure.

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