

## Project Coordinator Jobs In Dubai | JAMS HR Solutions

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Company: JAMS HR Solutions

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Category: other-general

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The ideal candidate will be responsible for working with the project manager to ensure the participation of cross-functional stakeholders in furthering project goals. With organization and prioritization skills, this candidate will organize the necessary pieces to ensure project success.

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Responsibilities Coordinate project management activities, resources, and information.

Handling assigned projects from Start to End, alongside with the Project Manager.

Prepare Retro Plan in accordance with Project and Production Manager.

Create and maintain comprehensive project documentation, plans and reports.

Permits applications such as police permits, shops permits, etc.

Prepare method statement and Risk assessment for each project if needed.

Logistics coordination and process staff visas & booking tickets for International

clients. Apply Also: Cashier – Level Shoes Jobs in Dubai | Chalhoub Careers

Requirement Interior Fit out Experience is mandatory

Minimum 3 years of work experience as a Project Coordinator or similar role.

Solid organizational skills, including multitasking and time management.

Ability to work effectively both independently and part of the team.

Ability to work on tight deadlines.

Strong client-facing and teamwork skills.

Familiarity with risk management and quality assurance control. Apply Also: NBF Careers

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