

Project Coordinator (Telecom)

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Company: METCO

Location: , , United Arab Emirates

Category: other-general

Required: minimum of 2 years of experience and who is available in the UAE.

Roles & Responsibilities

Identify resources required for project implementation and assign individual responsibilities.

Oversee end-to-end project management, addressing project risks and issues.

Ensure project deliverables meet required quality standards and gain customer acceptance.

Create and update project schedules and plans with financial, resource, and material requirements.

Maintain continuous communication with team members.

Prepare reports regarding project status.

Provide all day-to-day administrative support related to the

Project Management office environment, this will include items such as database management and updating, timesheet data and queries,

Prepare resource utilization reports every week

Experience with using project management tools.

Attend the weekly meetings take notes and prepare the Minutes of the meeting

Organize reporting and updates

Supervise and manage all documentation related to projects are kept secure and updated.

Strong knowledge of QHS to meet the customer requirements & to manage the teams.

Creates a healthy interpersonal and team-oriented environment.

Qualifications:

Bachelor's degree in Engineering or equivalent experience.

#J-18808-Ljbffr

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