

Public Relations Officer Jobs In Dubai | Al Futtaim Group

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Company: Al Futtaim Group

Location: dubai

Category: other-general

Public Relations Officer Jobs In Dubai | Al Futtaim Group Job Description Overview of the role:

The purpose of activities performed by the Public Relations Officer is to:

- Ensure that the relevant traffic files are available for transactions.
- Provide fine related documentation.
- Clear lock fines.
- Release impounded vehicles and facilitate property damage clearance.
- Obtain permits and permissions.
- Facilitate vehicle registrations, renewals, and de-registrations.
- Resolve police cases.
- Obtain police reports.
- Assist with legal matters and concluding court cases.
- Monitor and follow up on work in progress daily to achieve timeous completion.
- Provide accurate and concise reporting.

What you will do:

- Keep the traffic file active.
- Facilitate administrative activities within the minimum timeframes possible.
- Provide transparency with regards to administrative activities.
- Establish and maintain exceptional relationships with government departments and internal stakeholders

Required Skills to be successful:

- 1 Exceptional communication and interpersonal skills.
- 2 Very strong Planning & Organizing Skills.
- 3 Extensive knowledge of government procedures and legislation
- 3 Strong verbal & written communication in Arabic & English.

What equips you for the role:

High School or equivalent experience

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