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Senior Model Coordination Manager Jobs In Abu Dhabi UAE | AECOM

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We believe infrastructure creates opportunity for everyone. Whether it's improving your commute, keeping the lights on, providing access to clean water or transforming skylines, our work helps people and communities thrive.

Responsibilities:

Create and adhere to a timeline for planning events.

Liaise with clients to gauge their needs.

Work with staff to accomplish tasks.

Contact vendors for outsourced services.

Receive phone calls and respond to emails from clients.

Find a suitable venue for events and book the venue in a timely manner.

Requirements:

A bachelor's degree in business, finance, event coordination or a relevant field.

Excellent organizational skills.

Prior experience with project management.

Excellent communication skills.

Problem-solving skills.

#J-18808-Ljbffr

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