

## Soft Services Coordinator - EIFM-CALIBER

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Company: Talent Pal

Location: Abu Dhabi

Category: other-general

**Position Overview:** As a Soft Services Coordinator you will be a key player in our Soft Services department responsible for the seamless execution of soft services contracts. Your role encompasses a spectrum of activities including marketing contract management client relations site audits and ensuring compliance with health safety and environmental (HSE) policies. You will also be at the forefront of training initiatives financial oversight and fostering efficient work environments.

**Responsibilities:**

- Marketing and Contract Process:** Develop and implement marketing strategies to promote soft services. Lead the contract negotiation and approval process ensuring alignment with organizational standards and client expectations.
- Client Relations:** Serve as the primary point of contact for clients understanding and meeting their soft services requirements. Cultivate and maintain positive client relationships through effective communication and service delivery.
- Site Audit and Survey:** Conduct comprehensive site audits and surveys for new locations to assess soft services needs. Collaborate with clients and internal teams to customize service offerings based on sitespecific requirements.
- HSE Policy and Environmental Compliance:** Apply and enforce Health Safety and Environmental (HSE) policies across all soft services operations. Ensure strict compliance with environmental regulations and industry best practices.
- Training Leadership:** Lead training programs for soft services teams focusing on skill development and adherence to standards. Foster a culture of continuous improvement through ongoing training initiatives.
- Planning and Organizing:** Develop and execute operational plans to ensure the efficient delivery of soft services. Organize resources effectively to meet client expectations and maintain service quality.
- Financial Management:** Oversee invoicing

processes and proactively follow up on payments from clients. Analyze and evaluate processes implementing cost control measures to eliminate waste and reduce expenditures. Workplace Efficiency: Create and nurture highly efficient workplace and field operations environments. Motivate team members to perform at peak proficiency and consistently comply with best corporate practices. Health and Safety Assurance: Assure the health and safety of cleaning staff through rigorous adherence to safety protocols. Conduct regular safety audits and implement corrective actions as needed. Flexibility and Deployment: Adapt to operational requirements with the readiness to be deployed to any emirate and assigned to different departments as needed. Qualifications: Bachelors degree from a reputed university. A valid UAE driving license. Minimum of 4 years of similar experience in soft services coordination. Additional Requirements: Proven experience in marketing and contract management for soft services. Strong knowledge of HSE policies environmental compliance and industry best practices. Excellent leadership communication and organizational skills. Ability to analyze and optimize processes for cost control. Flexibility to travel and work in different emirates. Job Type: Fulltime Job Type: Fulltime Ability to Relocate: Abu Dhabi: Relocate before starting work (Required) More jobs on #J-18808-Ljbffr

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