

Training Coordinator Jobs In Dubai | The Energy Training Centre

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Company: The Energy Training Centre

Location: dubai

Category: other-general

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Arrange required facilities and support for the online and classroom courses.

Maintains files and manages information of both participants and faculty and ensures strict confidentiality of the center records.

Organizes and schedules meetings, notifying attendees of location and time. Apply Also:

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Responsibilities
Point of contact for instructors/faculty and course participants

Receives incoming customer inquiries and phone calls and responds to requests.

Provide administrative support for the daily business of the training center.

Explains programs and services, advises, and assists faculty and participants in relation to the center's policies and procedures.

Prepares marketing writeups, correspondence, presentations, reports, agendas, background materials. Apply Also: Talent Acquisition Coordinator Jobs in Dubai | GMG
Requirement
Strong

Arabic written and verbal communication skills

Excellent business writing skills

Ability to work under pressure and meet deadlines

Strong customer service skills: ability to tactfully and politely deal with difficult customer situations

Appreciation of cultural diversity
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