

## Yacht Refit Manager Assistant

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Company: Careers International

Location: Dubai

Category: other-general

Here are some key responsibilities and skills that may be associated with the role:

**Responsibilities:**

- Project Planning:** Assist in creating detailed project plans including timelines milestones and resource allocation.
- Communication:** Facilitate effective communication between various stakeholders including yacht owners project managers contractors and suppliers.
- Budget Management:** Help in tracking and managing project budgets ensuring that costs are kept within the allocated limits.
- Documentation:** Maintain organized project documentation including contracts invoices and other relevant paperwork.
- Vendor Coordination:** Assist in sourcing and coordinating with vendors contractors and suppliers for necessary materials and services.
- Quality Control:** Support the implementation of quality control measures to ensure that the refit meets the desired standards.
- Timeline Monitoring:** Keep track of project timelines and report any deviations helping to identify and address potential delays.
- Problem Solving:** Assist in identifying and resolving issues that may arise during the refit process finding practical and timely solutions.
- Safety Compliance:** Ensure that all safety protocols and regulations are followed during the refit process.
- Client Relations:** Maintain positive relationships with yacht owners providing regular updates on the projects progress and addressing any concerns.

**Requirements/Skills:** Highly proficient in Microsoft Office (Word, Excel) and Smartsheet. Proficiency and eventually Deep Blue (Marine) Software. Perfect written English. Ability to produce reports managing of photos in Word and Excel etc. Multitasking between roles. Some accountancy experience desirable. Knowledge of the Marine Industry useful. Living locally. candidate can be male or female no preference for nationality.

**Skills:** Highly proficient in Microsoft

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