



# ALFARIS

<b>Position: Operations Coordinator</b>	
<b>QTY Required: 01</b>	<b>Work Location: Dubai</b>
<b>Min Years of Experience: 03 Years</b>	<b>Age Limit: Below 30 Years</b>

## 1. JOB PURPOSE:

Handle a variety of tasks that ensure the smooth daily operations of a business.

## 2. QUALIFICATION:

Degree Holder

## 3. DESIRED COMPETENCIES:

- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Excellent organizational and time management skills
- Ability to multitask and prioritize
- Self-starter with strong problem-solving skills.

## 4. LANGUAGE SKILLS:

- English & Hindi is mandatory

## 5. RESPONSIBILITIES AND DUTIES

- Assisting with the management of daily operational activities.
- Coordinating the proper allocation of human resources.
- Arranging and assisting with the onboarding of new employees.
- Assisting with project management by creating assignments, tracking progress, and resolving issues.
- Planning and organizing conferences, events, staff training, and employee engagement activities.
- Preparing and maintaining operations documents and reports

**\*Those interested kindly forward CVs to [jobs@alfarisuae.com](mailto:jobs@alfarisuae.com)**

