



ALFARIS

Position: Operations Coordinator	
QTY Required: 01	Work Location: Dubai
Min Years of Experience: 02 Years	Age Limit: Below 30 Years

1. JOB PURPOSE:

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

2. QUALIFICATION:

Degree Holder in business or related field of study

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.
- Applying for Vehicle/Employee site pass or gate passes
- Arranging customs documents for equipment's to enter site
- Arranging ODC permission for transportation of cargo inside Port
- Assisting with project management by creating assignments, tracking progress and resolving issues.
- Preparing and maintaining operations documents and reports

***Those interested kindly forward CVs to jobs@alfarisuae.com**

