

POSITION DESCRIPTION

Title:	Events Coordinator	Location:	Abu Dhabi & Northern Emirates
Department:	Operation	Reports to:	DOO
Prepared by:	CAMO	Date:	February 2015

Position Summary

Responsible for operational and logistical planning and assessment of public and private events within the United Arab Emirates including the EMS education events (courses, training, and awareness)

Essential Duties

- Maintain and build relationships with all stakeholders internal and external
- Maintain and build relationships with event clients
- Interact with clients to ascertain the required information and maintain customer services
- Coordinate with QHSE to provide risk analysis and assessments for events
- Coordinate with Operations to develop operational plans and deployment for events on a multitude of scales
- Provide assistance to all areas of operations contracts and other essential duties as directed
- Coordinate with the Education Department and clients to develop and organize educational events
- Completion of event-related paperwork and planning including use of electronic systems to track events
- Providing statistical analysis of events and patients as required
- Completion of event administration including RFQ, Filing, tracking and management of historical information

Quality Health Safety and Environment and Business Continuity

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Compliance (BC) and Improvement

Position Requirements

Essential

- Administrative experience
- Minimum of 2 years' experience in planning and development of events and functions
- Fluent in English, both written and oral
- Excellent interpersonal skills with ability to work in a multi-cultural environment

- Self-motivated and able to work unsupervised with excellent time management skills
- Demonstrated ability to deliver on projects and tasks
- Understanding of the logistics and planning of multi sited events
- Exemplary disciplinary and conduct record
- Demonstrated critical thinking and solution based decision making with an understanding of recording and disseminating information
- Good record keeping skills and ability to accurately and thoroughly document events
- Ability to remain calm and controlled at all times
- Ability to communicate with all internal and external stakeholders in an appropriate manner

Desirable

- Experience of working in and leading a small team
- Experience in Emergency Preparedness
- Experience working in the Middle East
- Arabic speaking
- Advanced computer/IT skills/telecommunications

Change History

Version No.	Date	Changes
1	23/02/2015	Creation of Document.
2	30/07/2019	Due to review no changes
3	November 2019	Updated the title, Department and Reporting line Manager
4	May 2022	Updated the Department, Location, and Reporting line manager Updated Position Summary Addition of some tasks under Essential Duties Removed "MIMMS (qualification)" as Desirable Position Requirements Changed "CAO" to "CAMO" Changed "Chief Administrative Officer" to "Chief Administrative & Medical Officer" Modified as per standard template Minor updates on punctuation marks and margin

Review and Approval:

Chief Administrative & Medical Officer