

## POSITION DESCRIPTION

<b>Title:</b>	Events Coordinator	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Finance	<b>Reports to:</b>	CFO
<b>Salary:</b>	Salary package	<b>Band:</b>	2
<b>Prepared by:</b>	CAO	<b>Date:</b>	February 2015

### Position Summary

Responsible for operational and logistical planning and assessment of public and private events within the United Arab Emirates.

### Essential Duties

- Maintain and build relationship with all stakeholders internal and external
- Maintain and build relationship with event clients
- Interact with clients to ascertain the required information and maintain customer services.
- Provide risk analysis and QHSE assessments for events.
- Plan and 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.
- 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

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance 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
- MIMMS (or equivalent qualification)
- Experience in Emergency Preparedness
- Experience working in the Middle East
- Arabic speaking
- Advanced computer/IT skills/telecommunications

**Chief Administrative Officer**

---

**Change History**

Version	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