

معمدون لانجاز تأشيرات العمل وتصديق الشهادات لقنصلية المملكة العربية السعودية

JOB VACANCY

A leading company in Jeddah – KSA – specialized in comprehensive IT solutions provider is seeking to fill the following vacancies:

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Project Coordinator

PRIMARY RESPONSIBILITIES

- Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Participation in R&D Team Meetings.
- Coordinate meetings, including travel arrangements and expense reports.
- Maintain Project Managers calendars.
- Sites include all coverage, control locations including central and secondary dispatch locations, backhaul locations, and generation plants and associated facilities.
- Ensure coordination of the interfaces of R&D with DRA, Marketing, Medicine and Operations.
- Prepare and/or edit meeting minutes, presentations and tables.
- Also included is the scheduled deployment of mobile and portable radios to meet district roll-out.
- Members, ensure adherence to deadlines.
- File all project documents (hard and soft copies)
- Ensure coordination of the interfaces of all disciplines within R&D.
- Dependencies including at least preliminary engineering, property review and acquisition, detailed design, material procurement, installation, test and turn-up, and site and system acceptance.
- Responsible to track project changes and produces updated site based schedule as agreed with engineering and project management.
- Compile summary documents, e.g. Product Development Plan, management Summary and Target Product Profile. Collect and include contributions of the Team
- Responsible to take input from the business analysts and project engineers to develop and maintain the detailed schedule.

Qualification& conditions

- Bachelor's Degree from an accredited college or university in Social Science/Services, Education, Public Administration, or a related field. Graduate work or Master's Degree in related field desirable.
- Experience conducting literature reviews, assessing the quality of research, and synthesizing research information
- Skill in operating a personal computer and utilizing Microsoft software, and database software.
- Five (5) years of progressively responsible experience in Social Services, Education, Public Administration, or a related field with a strong foundation in statistics, research design/analysis, and qualitative/quantitative evaluation.
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Qualified candidate are requested to send their CVs to:

contact@targetjo.com

كما يرجى كتابة مسمى الوظيفة في خانة

subject""

TARGETJO

ادعوا اصدقائكم للاشتراك معنا لتصل جميع اعلانات التوظيف الى بريدكم الالكتروني مباشرة