



JOB DESCRIPTION

Position Title : Senior Coordinator - Technical Services

Department : Maintenance

Scope of work (JOB PURPOSE)

The Senior Coordinator provides administrative, clerical and project support to the Maintenance and Facilities Department. The Senior Coordinator will be responsible for ensuring the efficiency and smooth operations for the Maintenance Director and the unit.

Main Responsibilities

- Good understanding of the day-to-day operation within the Maintenance Department.
- Perform basic administrative tasks, e.g. photocopying and filing. Maintains proper recordkeeping and filing system for all work orders, preventive maintenance checklist and manages office supplies/inventory for team.
- Provide administrative support in Finance (Invoice, budget management etc) and procurement (LPO creation, material receiving etc) functions of the department.
- Assist Maintenance Admin to keep an up-to-date file of all Preventive Maintenance Checklist and other daily reports
- Assist with staff inquiries (Visa renewal, Leave, Lieu Day and Attendance Records)
- Provide administrative support for various projects, including preparing PowerPoint and other presentation materials as requested by management
- Coordinate staff meetings, employee functions, conferences and client meetings as necessary.
- Perform other related duties as requested by management

Health & Safety

To take reasonable care for the health and safety of himself and of other persons who may be affected through your work activities.

To cooperate with and support the LEGOLAND Dubai Management to allow the business to fulfill its legal responsibilities through:

- Following reasonable instruction related to health & safety.

Disclaimer: Job descriptions are not exhaustive and the job holder may be required to undertake duties which are in line with but not limited to the above responsibilities



- Reporting dangerous situations or deficiencies in health & safety arrangements.
- To only use work equipment in accordance with training.
- To not interfere or misuse anything provided for the purposes for health & safety.

Qualifications, Experience, & Skills

Required Qualifications:

- High school diploma or equivalent
- Minimum of two years of college or business school or any combination of education, training and experience that provides the knowledge, skills and abilities required for this position.
- This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Job-Specific Skills:

The following skills are essential but not limited for the role as Maintenance Admin. Assistant

- Great attention to detail, strong organizational skills and the ability to maintain confidentiality.
- Strong interpersonal skills with an ability to maintain a high level of team work.
- Be able to work creatively, independently and collaboratively as a team member and be able to multi-task and prioritize projects.
- Excellent Oral and Written Communication Skills.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint
- General Administrative Knowledge
- Good understanding on culture awareness
- Can work with minimum supervision

To Apply

Please email your CV and Covering letter to Maitha.Alharmoudi@LEGOLAND.ae

Disclaimer: Job descriptions are not exhaustive and the job holder may be required to undertake duties which are in line with but not limited to the above responsibilities