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IT Coordinator

Description

The IT Project Coordinator would be responsible for establishing and coordinating relations with stakeholders and business leaders. Efficiently manage the day-to-day activities of scheduling meetings, filing, monitoring project schedules and plans. Participate in meetings, communicate effectively with the internal team and actively seek alignment with business expectations. Maintain privacy and confidentiality of data contained by the information systems. Works closely with vendors, builds relations, tracks the payments and manages the budget performances and allocations of the projects.

Qualifications

The candidate must have a minimum of 5+ years experience in IT with Bachelor's degree in computer science or relevant. Experience in SAP is mandatory. Experience in Project Management is essential. Candidate must demonstrate strong communication skills, ability to coordinate and work efficiently, detailed knowledge of IT operations and systems. Experience in FMCG is preferable. Experience in Software Development Life Cycle is must.

A leading Food & Beverage company based in UAE

Employment Type

Full-Time Regular

Job Location

Dubai

Date posted

July 15, 2019