

Project / Travel Coordinator



Job Description

We are seeking a dynamic and organized Project/Travel Coordinator to manage travel arrangements, ensure smooth logistics, and support project teams with administrative tasks. The ideal candidate will excel in multitasking, have strong attention to detail, and possess superb communication skills.

Key Responsibilities:

- Provides administrative support to the Project team, ensuring smooth operations.
- Coordinates travel arrangements for employees.
- Negotiates with travel vendors for best rates and accommodations.
- Maintains knowledge of travel regulations and visa requirements.
- Coordinates meetings and project-related tasks for effective communication.
- Prepares detailed travel itineraries.
- Maintains project calendars and schedules.
- Manages project invoices and shared folders.
- Tracks ongoing projects and manpower utilization.
- Updates HR/Admin on manpower incidents at job locations.
- Monitors manpower availability and leave status.
- Addresses Dry Dock/Ports-related issues (passes, renewals, etc.).
- Coordinates employee transport to VFS Global for visa requirements.
- Provides general administrative support to the project management team.

Documentation and Communication

- Ensures employee documentation is up-to-date and coordinates renewals with HR/Admin.
- Facilitates communication and collaboration within Operations, other departments, and third parties.

Requirements:

- UAE driving license preferred
- Experience in project or travel coordination
- Strong organizational, multitasking, and communication skills
- Proficient in travel booking systems and Microsoft Office
- Detail-oriented and able to work under pressure
- Knowledge of travel regulations and visas
- Flexible with changing priorities
- Bachelor's degree preferred; certification in Project/Travel Management a plus

Job Details:

- Full-time, Permanent
- Location: Dubai, United Arab Emirate

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Send your CV to FIB@globalboiler.com, Email Subject to be - **GBME-Service-OP**