

# Project Coordinator cum Secretary



- Position: Project Coordinator cum Secretary
- Location: Colombo 07 | On-site
- Working Hours: 10.30 AM to 07.00 PM
- Salary: Paid according to the industry standards

## About the Company:

We are a dynamic and rapidly expanding Australian-based medical and recruitment company extending our operations to the UAE market. We are looking for a motivated and experienced Project Coordinator cum Secretary to join our team. This role requires a candidate with expertise in company setup, recruitment, and business development, specifically within the Dubai market.

## Position Overview:

The Project Coordinator cum Secretary will be responsible for supporting the establishment and expansion of our business in Dubai while working from our Colombo office. The ideal candidate will have a proven track record in project coordination, secretarial duties, and business development, with a strong understanding of the UAE market.

## Key Responsibilities:

### Business Development

- Conduct market research to identify potential business opportunities in the UAE.
- Develop and maintain relationships with key stakeholders, partners, and clients in Dubai.
- Assist in the creation and execution of business development plans to achieve growth targets.
- Booking appointments/meeting with medical and healthcare corporates to meet and discuss about the business proposals.
- Negotiating on business proposal and expansion and closing the corporate deals.

### Company Setup and Administration

- Setting up bank accounts in UAE.
- Manage documentation, and filings, and ensure compliance with UAE regulations.
- Coordinate office space procurement and setup in Dubai.

### Recruitment Support

- Assist in developing recruitment strategies tailored to the Dubai market.
- Support the recruitment process, including posting job ads, screening candidates, and coordinating interviews.
- Helping the candidates with the visa and migration process.

### Project Coordination

- Coordinate project activities, resources, and information to ensure smooth execution.
- Monitor project progress and handle any issues that arise.
- Prepare and deliver regular project updates to management.

### Secretarial Duties

- Provide administrative support to MD-CEO, including calendar management, travel arrangements, and meeting coordination.
- Handle correspondence, prepare reports, and manage confidential documents.
- Organize and maintain files and records.

### Travel:

- Willingness to travel to Dubai as required to support company setup, recruitment, and business development activities.

## Qualifications and Experience:

- Bachelor's degree in Business Administration, Human Resources, Management, or a related field.
- Minimum of 3-5 years of experience in project coordination, secretarial roles, recruitment, and business development.
- Proven experience in setting up companies and working within the UAE market.
- Strong understanding of UAE labor laws and regulations.
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Willingness to travel to Dubai as needed.

## Application process

Interested candidates should submit their resume and cover letter detailing their relevant experience in the UAE market and qualifications to [hello@medfuture.com.au](mailto:hello@medfuture.com.au). Please do not apply if you don't have the UAE Market experience.

## Personal Attributes:

- Highly organized and detail-oriented.
- Proactive and able to take initiative.
- Adaptable and able to work in a fast-paced environment.
- Strong problem-solving skills.
- Professional demeanor and ability to maintain confidentiality.

## Benefits:

- Competitive salary and benefits package.
- Opportunity to work with a growing international company.
- Professional development and career growth opportunities.
- Travel opportunities to Dubai.