

Business Coordinator

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Company: Tanqeeb

Location: Manama

Category: other-general

BAT is evolving at pace - truly like no other organisation.

To achieve the ambition, we have set for ourselves, we are looking for colleagues who are ready to live our ethos every day. Come be a part of this journey!

BAT BAHRAIN IS LOOKING FOR A BUSINESS COORDINATOR (Fixed Term - 9 months)

SENIORITY LEVEL Non-Management Level

FUNCTION Marketing

LOCATION Manama, Bahrain

ROLE POSITIONING AND OBJECTIVES

The role is responsible to assist and support the Marketing team by providing key administrative support, managing and co-ordinating the day-to-day tasks, and contribute to the wider team priorities

Geographic scope Bahrain

What You Will Be Accountable For

Arrange meetings, workshops and conference and business functions as required.

Organise induction /co-ordination for new joiners with office settlement (business cards, access cards, desktop, co-ordinating induction meetings)

Communicate any cross-functional meeting arrangements with the relevant functions and plan for all the set up that is required.

Partake in projects as required

Basic excel based reporting for Marketing activities

Support in organising office activities, office decoration and trips when applicable

Manage the issuing and record keeping of all cheques issued and ensure all supporting documentation is included

Assist with Business visas/Manage team RP renewals/CPR renewals

Essential Experience, Skills And Knowledge

Bachelor's degree in any relevant field – 1-2 years experience in HR, Events management, Admin support, business coordinator, etc.

Good team and Interpersonal skills

Basic Excel Skills

Proactiveness, ownership and drive

Fully versed in different administrative and support system

Fluent in English, Arabic and computer applications

High skills in team-work, make things happen, strategic thinking and data analysis

Manage the complete administration of any assigned projects

Independently handle administrative work and subsequent problems issues when required

WE ARE BAT

At BAT we are committed to our Purpose of creating A Better Tomorrow. This is what drives our people and our passion for innovation **See what is possible for you at BAT.**

Global Top Employer with 53, BAT people across more than markets

Brands sold in over markets, made in 44 factories in 42 countries

Newly established Tech Hubs building world-class capabilities for innovation in 4 strategic locations

Diversity leader in the Financial Times and International Women's Day Best Practice winner

Seal Award winner – one of 50 most sustainable companies

BELONGING, ACHIEVING, TOGETHER

Collaboration, diversity and teamwork underpin everything we do here at BAT. We know that collaborating with colleagues from different backgrounds is what makes us stronger and best prepared to meet our business goals. **Come bring your difference!**

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