

## Project Coordinator Maternity Cover

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organisations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organisation.

We go beyond problem-solving and give our clients the insight and intelligence they need to realise opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

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### Our people

Working with our clients our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.

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### Location

Dubai, UAE

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### Engagement

12 months (Maternity Cover)

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### Department

Worker Welfare, Compliance, Forensics & Intelligence

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### Manager

Project Director

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### Job Purpose

To provide administrative support and coordination to our worker welfare projects in the UAE, focusing on the financial and operational management of our monitoring activities.

### Tasks and responsibilities

#### Internal functions

- Obtaining client and department sign off, raising and issuing monthly invoices together with client's payment certificate.
- Maintenance of team availability, monitoring schedule and contractor monitoring register spreadsheets.
- Schedule worker welfare team resource across all project streams accounting for other commitments and liaising closely with consultants and line managers.
- Schedule worker welfare monitoring activities ensuring project specific commitments are met and informing PM where tolerances are set to be breached.
- Mindfulness of project costs and monthly revenue when scheduling resource and monitoring.

- Highlighting key risk contractors or well performing contractors to PM for escalation / de-escalation assessment. .
- Compile weekly team meeting minutes.
- Compile information for monthly worker welfare client meeting
- Set up new joiners on Aconex and projects.
- Monthly WIP analysis.
- Monthly team member revenue calculation.
- Recording and analysis of contractor induction data across project streams.
- Processing of client biometric data using Sequel and analysis of data.
- Generate stats and assist drafting quarterly reports.

#### Client functions

- Attending worker welfare site meetings as required.
- Liaise with point of contact for various project streams to ensure data is accurate.
- Maintenance of pricing schedule and monthly issuing to client for sign off.
- Review of close outs for compliance reports
- Monthly call with client to discuss outstanding close outs.
- Issuing monthly invoices on Aconex.
- Process legal requests and monitor invoices, distributing feedback to worker welfare team where relevant.

#### Management functions

- Managing Project Administrator, ensuring their workload is appropriate and is being achieved in a timely and accurate manner.
- Covering Project Administrator's work when on leave.
- Occasional travel to Abu Dhabi office to assist team there.

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#### Knowledge and experience

##### Essential

- Experience in Microsoft Office – especially Excel
- Attention to detail
- Excellent time management and prioritisation
- Logical thinker with analytical and organised mind set
- Retain confidentiality and discretion when handling sensitive client information
- Confident to raise concerns and discuss solutions
- People management and development

##### Preferred

- Knowledge and/or use of Dynamics
- Knowledge and/or use of client relationship management systems – SharePoint advantageous.

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#### Qualifications and specialist

- Strong organisational skills and an ability to prioritise work
- Ability to meet deadlines and work under pressure with limited supervision

- skills
- Good written and verbal communication skills
  - Strong IT skills (MS Office), proficient in Excel
  - Driving license

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- Competencies
- Takes the initiative to proactively resolve issues within own remit and recognise when requires escalation.
  - Uses own knowledge and experience to make sounds judgments or assist others with sound judgment
  - Understands the business as a whole, strategic priorities and own contribution to goals; builds relationships, through common goals, individual contribution.
  - Suggests and makes improvements and efficiencies to manage costs and improve margins.
  - Embraces a changing environment, adapts well to changing demands and ambiguous situations and adapts own behaviour accordingly
  - Expresses self clearly & displays sensitivity to develop constructive relationship with others. Shows understanding of others in order to influence as

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Behaviours

All employees are expected to display behaviours reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

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How to apply

If your qualifications, experience and aspirations match our requirements, email a covering letter and CV, stating "Project Coordinator" as the subject title and flagging it as high importance, to: [MERecruitmentCFI@controlrisks.com](mailto:MERecruitmentCFI@controlrisks.com) by 19<sup>th</sup> July 2018.

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