



EA TECHNOLOGIES FZCO

Job Description

Job Title: Intern – Client Coordination

Location: Dubai

Experience: 0 – 2 years

Education: Any Graduate

General Description

The candidate should be with good interpersonal and communication skills, both written and spoken. Able to handle clients & should be aware of Chinese Language.

Work Experience Requirements

Skills:

1. Should have Excellent Communication Skills.
2. Microsoft Excel and Data Maintaining Knowledge
3. Basic Computer Knowledge.
- 4. Well Versed with Chinese language.**

Role:

- Client Coordination especially Chinese Clients.
- Inter departmental co-ordination
- Prepare reports based on client interaction.