

Head of English

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Company: Tanqeeb

Location: Qatar

Category: educational-instruction-and-library

The department head coordinates work schedules and also distributes tasks to the work team in the department he heads. Preparing and developing work plans related to his department, then sending these plans to managers in senior management for approval. The department head's duties are not limited to setting plans, but he is also keen to implement them, and assume the task of supervising, following up and reviewing them periodically, and preparing reports related to them and submitting them to senior management. #J--Ljbffr

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