

Admin Assistant

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Company: Affiniax Partners

Location: Dubai

Category: healthcare-practitioners-and-technical

Role Description

This is a full-time on-site role for an Administrative Assistant. The Administrative Assistant will be responsible for providing clerical and executive administrative assistance, managing phone etiquette, and communicating effectively with internal and external stakeholders.

Qualifications

Audit documents management

- FS / reports final check, printing, stamping and binding (hard copy)
- FS / reports preparation for digital stamping and digital signature (soft copy)
- FS / reports / cheque delivery and collection management

Drafting / preparation of proposals (audit, accounting, taxation department)

Preparation of invoices, generating SOA from Zoho (all department)

Performing KYC screening for new and existing clients as requested by Partners / Manager.

Updating Monthly Invoice Summary Report for Audit department

Adding new clients / updating client's information to Zoho system

Updating corporate and company profile as directed by Partners

Support on documentation for all authority application as directed by Partners / Managers

- Empanelment, license renewals, portal requirements / submission, etc

Support on preparation of reports, presentations as directed by Partners / Managers

Handling Goddady, Constant Contact accounts for marketing purposes

Answering/forwarding services query, job profile received from website's contact form, WhatsApp, emails to concerned department

Assisting the internal stakeholders with any work that may come up

Liaising with marketing team (external service provider) for timely posts, requirements

Liaising with suppliers/provider

- FS Covers, Business Cards, FS Storage, Printer supplier, Cleaning service, etc

Managing office supplies stock (Business Bay Office)

Managing, maintaining, and updating records in CRM

Coordination with the marketing team and overview and authorisation of their work.

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