

United Arab Emirates Jobs Expertini®

Admin Assistant

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description :

Our client is a leading Company in **Retail Industry** . They are now looking **Admin Assistant** to join them.

Roles & Responsibilities:

Process, send, and store all bank deposits and invoices

Implementing invoicing procedures.

Tracking, reviewing, approving, and issuing invoices.

Defining invoicing data types and maintaining databases.

Preference:

Knowledge of office management systems and procedures

A minimum of 2 years' experience in a similar role

Good knowledge with SAP ERP

Qualifications:

BSc/BA in Business administration or relevant field

Proficiency in office software, such as Microsoft Excel, Word, and Outlook Express.

Good Written/Verbal Communication

Benefits:

Medical Insurance

Visa

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