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### Admin Coordinator Jobs In Dubai | Jobmaze FZ LLC

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Careers Responsibilities: Provide general administrative support, including managing phone calls, emails, and correspondence.

Maintain and organize office files, documents, and records.

Schedule and coordinate meetings, appointments, and travel arrangements for team members.

Maintain accurate and up-to-date databases, spreadsheets, and reports. Apply Also:

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1-2 years of UAE experience in managing admin and customer service roles

Proficient in office software (e.g., Microsoft Office suite).

Strong organizational and multitasking skills.

Excellent communication

Ability to work independently and collaboratively in a fast-paced environment.

Should be available in UAE.

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