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We are looking for an Admin Coordinator based in Dubai to perform daily tasks that will support our operational team.

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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.

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Requirement

Minimum Graduate required.

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.

Immediate joining.

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