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operations of our nursery in Dubai. As the admin manager, you will be responsible for

managing all office activities to ensure the smooth running of the nursery.

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Responsibilities:

Oversee general administrative duties including correspondence, record keeping, event planning, maintaining supplies, and coordinating maintenance issues

Manage admissions process including registrations, enrollments, waitlists, and withdrawals Maintain student files, records, and databases including attendance, assessments, medical information etc.

Prepare reports, statistics, and analysis for senior management

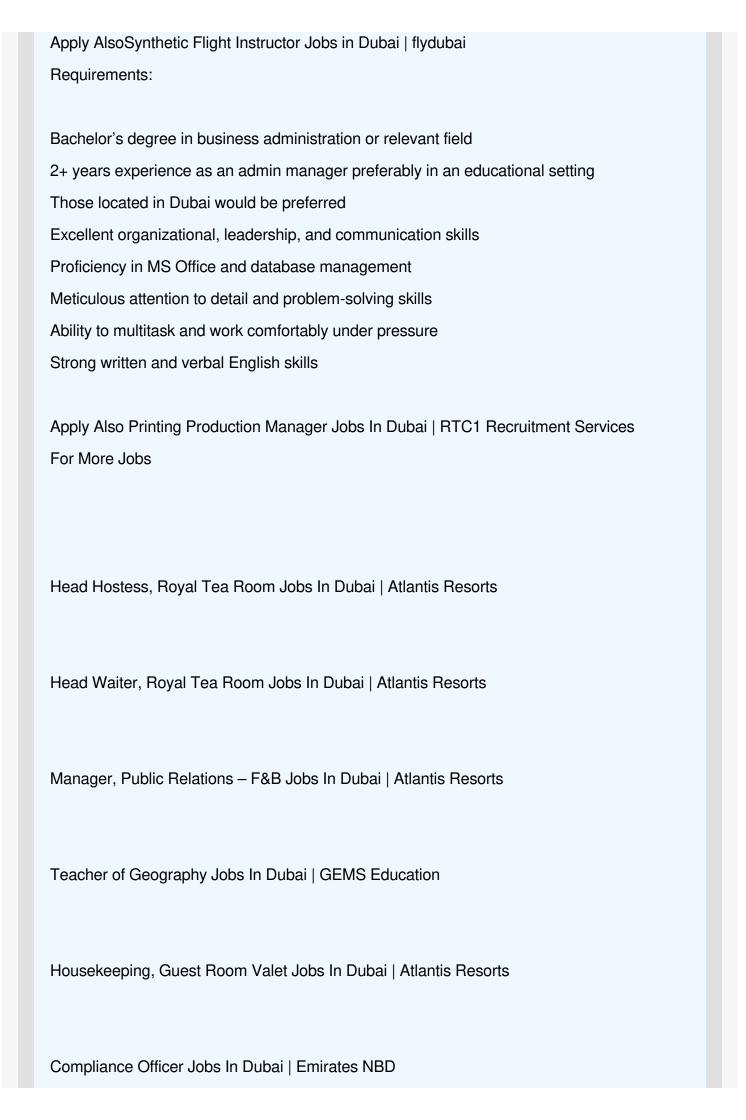
Manage invoicing, fees collection, and liaise with parents regarding accounts

Oversee HR activities including leaves, timesheets, compliance, and recruitment

Coordinate parent-teacher meetings, school events, field trips etc.

Liaise with regulatory authorities to ensure compliance with rules and regulations

Manage sourcing, procurement, and inventory control





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