

## Admin Manager for Nursery Jobs In Sharjah | Guardian Jobs

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SeekTeachers is working with an EYFS nursery located in central Dubai that is in need of an Admin Manager to start ASAP. You will be required to oversee the day-to-day administrative 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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Requirements:

Bachelor's degree in business administration or relevant field

2+ years experience as an admin manager preferably in an educational setting

Those located in Dubai would be preferred

Excellent organizational, leadership, and communication skills

Proficiency in MS Office and database management

Meticulous attention to detail and problem-solving skills

Ability to multitask and work comfortably under pressure

Strong written and verbal English skills

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