

United Arab Emirates Jobs Expertini®

Administration Executive Jobs In Dubai | IFFCO Jobs 2022

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Company: IFFCO

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Responsibilities:

Workplace Group Budget Management: AOP Planning, consolidation of the group budget, Q Reports, Actual Reports, checking saving opportunities, work collaboratively with procurement for admin projects

Admin Centralization Project: Management of the project with BUHRM & BU Admin teams.

UAE will be centralized in Phase-1

OBT Project Management: Manage Online Booking Tool for IFFCO Group

Contract Management: Manage all admin related contracts of corporate function from preparing the scope, KPI & SLA's, identifying the supplier, tender process, negotiation. Manage supplier onboarding and service monitoring.

Job Requirements:

Experience in managing business travel – 5 to 10 years

Bachelor degree from a recognized university

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