

Administration Manager

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Company: Hays

Location: dubai

Category: other-general

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Job Description To carry out the day to day administration functions of my clients office, assisting the COO in the administration of the Company, and in directing the administration of the Company to achieve its operational targets and longer term strategic objectives.
Corporate Governance To assist the COO in the protection and enhancement of the company brand value through developing clear strategies, through risk assessment and effective administration at all levels.
Strategic Administration To assist the COO in contributing to the development of corporate strategy, business objectives and implementation plans and the interpretation of these objectives.
Operational Administration To assist the COO in insuring that the organisation, structure and process support business performance and in providing and evaluating administrative information to monitor business performance.
Business Risk Administration To assist the COO in ensuring that business and operational risk identification, assessment and interpretation are undertaken regularly and in developing and maintaining business contingency/disaster plans
Strategic Capabilities To assist the COO in recommending service optimisation, structure and organisational change to develop and enhance their capabilities, competence and competitiveness.
People Administration To assist the COO and work with the HR Officer in insuring that the roles, responsibilities and reporting lines within the business area are clearly communicated and understood as well as ensuring that capability and competence are maintained.
Shareholder Commitment To assist the COO in promoting the company

and maintaining relationships to ensure the support and commitment of stakeholders. Job Category Administration & Secretarial Job Requirements Experience Any Career Level Junior Job Type Full Time Vacancies 2 Open Positions Salary Negotiable Gender Any Degree Level Bachelor's degree Faculty / Institute Any Major Business Administration Age Any Nationality Any Residence Location Any Languages Any Own a Car Any Have Driving License Any Job Skills To assist the COO in: * Maintaining an effective working group, achieving shared decision making and collective responsibility * Outwardly promoting business values and principles * Identifying and implementing actions to maintain stakeholder confidence and commitment * Creating strategy with clear administrative objectives based on strategic analysis, risk assessment and the capabilities to achieve it. * Monitoring and regularly reviewing the relevance and progress against business strategy * Ensuring that business strategy is translated into plans and targets * Developing succession plans for all key executives To acts as a role model for the company culture Corporate Governance: Directors duties and liabilities, Combined Code and Turnbull, Creating corporate strategy Operational business planning and budgeting Business finance Enterprise Risk Management: managing business and operational risk Legal and regulatory Business Process management Leadership Well developed verbal and written communication Presentation and media handling Analysis and interpretation of management information Decision making Negotiation and persuasion About The Company Hays is the leading global specialist recruiting group. We are the experts at recruiting qualified, professional and skilled people worldwide. Our Middle East office was founded in December 2005, headquartered in Dubai UAE. We deal with clients in the UAE, Qatar, Oman, Bahrain, Saudi Arabia, and other key areas in the region. Our consultants' sector-specific knowledge and unique understanding of the local market allows us to offer an exceptional level of service across all divisions. We currently recruit for roles in the following sectors: Accounting & Finance, Architecture, Banking, Construction & Property, Engineering, Healthcare, Human Resources, Information Technology, Logistics, Legal, Office Support, Oil & Gas, Pharma, Supply Chain & Procurement, and Sales & Marketing. As part of our continuing expansion, we have opened an office in Abu Dhabi to further assist with our client needs across the region. Company Industry Charity, Social Services & Nonprofit Apply For Job Or share with friends Share this job to: Similar Jobs

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