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Administrative Controller - Abu Dhabi

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Company: BRF.

Location: abu dhabi

Category: other-general

Job Description Provide full support to the Production Manager as well as Supervisors, of the department. Calendar management Leave management & Travel management of the Department. Scheduling trainings and meetings of the Department. Collect, update, organize and prepare information during meeting presentations. Writing minutes of meetings and other directives. Coordinate & follow-up all production related issues with other departments. Act as area owner of production office in maintaining 5S organization targets. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Dr.Job is an online platform that connects employers with skilled job seekers, facilitating the search for job opportunities and top talent. Established in 2015. Dr.Job has emerged as the Gulf region's premier job portal, attracting thousands of job seekers every day from different countries like UAE, Saudi Arabia, Bahrain, Kuwait, Oman, and Qatar.

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