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Administrative Controller - Abu Dhabi

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Company: BRF.

Location: Abu Dhabi

Category: business-and-financial-operations

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:

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