

Administrative Executive

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Company: Deriv

Location: dubai

Category: other-general

Your challenges Manage office supplies, equipment and facilities. Procure the office requirements, including stationary, equipment, pantry supplies etc. Make travel arrangements, including booking flights, accommodations and transportation. Create a productive work environment for all employees to accommodate the growth of our team in diversity and size. Be the administrative backbone for the office management team. Devise and implement a system to manage office expenses and petty cash. Verify documentation such as invoices and receipts, and systematise office scans. Support talent management efforts, such as applying for work permits and on-boarding new hires. Act as liaison with external departments such as auditors and tax agents, as well as with other Deriv Group offices. Requirements Diploma or university degree in accounting, business administration, or a related field 3+ years of work experience in a similar role Extensive experience with Microsoft Office applications Ability to master new systems quickly and efficiently. Excellent spoken and written English and communication skills. Preferably with UAE experience What's Good To Have Experience in handling responsibilities such as managing and onboarding new hires and processing work permits Benefits Market-based salary Annual performance bonus Medical insurance Housing and transportation allowance Casual dress code Work permit

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