

Administrative Executive Jobs In Dubai | Bhive Real Estate

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Provide administrative support to one or more executives or managers, including managing their schedules, and handling correspondence.

Maintain and organize electronic and paper files, and documents. this may include data entry, document management, and filing.

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Responsibilities

Act as a point of contact between the executives (s) and internal or external stakeholders.

Answer phone call, respond to emails, and handle inquires or requests on their behalf.

Draft, edit, and proofread various types of documents, including reports, memos, letter, and presentations.

Ensure that documents are accurate and conform to the organization's standards.

Maintain a well-organized and efficient office environment.

Order office supplies, managing office equipment, and ensuring the office runs smoothly.

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Requirement

Bachelor degree.

Excellence communication and organization skills.

prior administrative experience is a must.

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