

# United Arab Emirates Jobs Expertini®

## Administrative Manager

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Company: Al Ghazi Al Afi Company LLC

Location: abu dhabi

Category: other-general

Emirates Development Bank inviting application from eligible candidates to fill the position in Abu Dhabi. Candidates who are interested can send CV.CURRENT VACANCIES:1.

Administrative Manager - VIEW & APPLY• Develop and maintain administration policies and procedures which comply with leading practices and laws and regulations; ensure that policies and procedures are applied consistently throughout EDB. • Monitor the quality of Administration services ensuring that they adhere to quality standards and promote internal customer satisfaction. • Oversee and manage the security, maintenance and services of EDB's facilities to ensure that they meet the needs of customers and employees. Disclaimer: Drjobs.aes 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.

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