

United Arab Emirates Jobs Expertini®

Administrative Manager

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Company: Al Shirah Recruitment Services Est

Location: abu dhabi

Category: other-general

Supervising the day-to-day operations of the administrative department and staff members. Hiring, training, and evaluating employees and taking corrective action when necessary. Developing, reviewing, and improving administrative systems, policies, and procedures. Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained. Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses. Al Shirah Recruitment Services Est., (ALSHIREC) was established in the year 2011 in Abu Dhabi under the same sponsorship of M/S. International Mechanical & Electrical Co. wll, as a sister concern, in order to meet to the new Government Regulation with regards to the Manpower Recruitment services. ALSHIREC is growing steadily through dedicated customer service in the field of manpower supply both Technical and Non-Technical. Report This

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