

## Administrative Officer & HR Assistant (Tagalog speaker)

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Company: Black Pearl

Location: Dubai

Category: healthcare-practitioners-and-technical

Our client, a financial analysis firm that provides multiple financial services to clients in the finance industry, is currently looking for an **Admin & HR Assistant (Tagalog speaker)** to join Dubai office.

### Duties & Responsibilities

Multifaceted Administrative Officer with significant experience in a variety of office administration tasks.

In both leadership and team positions, works well in high-pressure situations with little supervision.

Particularly good at answering phones, coordinating with clients, and acting as a liaison between various branches offices.

Ability to multitask while maintaining a high degree of professionalism and attention to detail.

Expert proficiency in all Microsoft Office apps.

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