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Location: Dubai

Category: other-general

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The candidate will support the Director of Administration in managing the tasks in a smooth and efficient manner and escalate situations in a timely manner to avoid operational interruptions in the workflow.

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Responsibilities

Problem Solving – able to resolve problems independently with minimum supervision.

Good Judgement / Decision Making – able to analyse a situation or resolve conflicts independently, and make the right decision, applying the firm's policies.

Influencing Skills – able to persuade colleagues, include senior colleagues.

Relationship Building – able to build effective relationships with colleagues at all levels

Communication Skills – strong written and oral communication skills

Team Player – able to work well in a team

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Requirement

Manage and follow up CLPD course registrations.

Actively take part in development of improvement plans for the Administration department and help improve the firm's administration resources.

Be responsible for all printed stationery for the company.

Any other tasks as required by the business.

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