# **United Arab Emirates Jobs Expertini®**

### Administrative Staff Required Jobs In Dubai | STARK LLC

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Company: STARK LLC

Location: dubai

Category: other-general

Administrative Staff Required Jobs In Dubai | STARK LLC

Job Description

We are looking for an experienced, organized Administrator Staff to join our team! We are seeking a motivated, detail-oriented individual to help us manage many administrative aspects of our business.

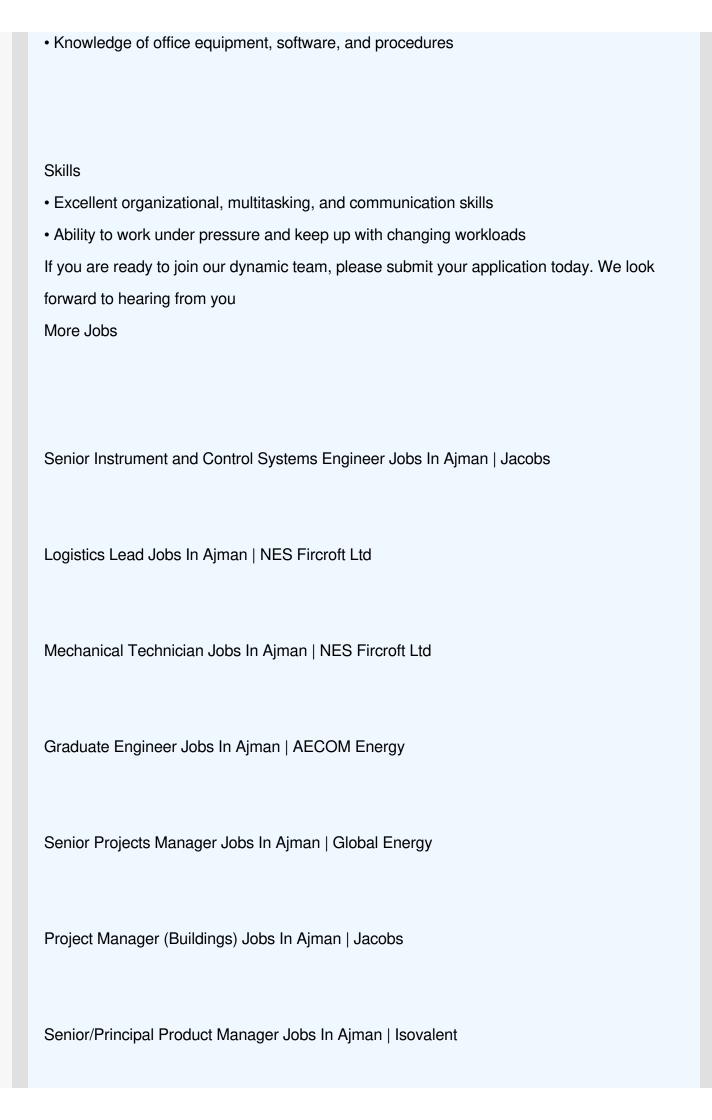
The ideal candidate should possess excellent organizational skills, problem-solving abilities, and the capability to handle multiple tasks simultaneously.

### Responsibilities:

- Assist in the organization of office operations, including records management and data entry
- Monitor and respond to incoming emails, phone calls, and other office communications
- Create and track reports related to office operations
- Liaise with other departments and external entities to provide assistance in accordance with set guidelines
- Oversee all administrative operations within the office and make improvements as needed
- Maintain office supplies and order additional materials when needed

#### Requirements:

- Bachelor's degree in Management, Business Administration, or a related field
- Previous experience as an administrator, office manager, or similar role



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