

Administrator Data Entry Jobs In Abu Dhabi | Jake Munch Mediation

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Company: Jake Munch Mediation

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

We are currently in search of enthusiastic and meticulous individuals to join our team at a prominent Consumer Services company. We have exciting openings for the Work from Home position. As a part of this role, you will enjoy the convenience of working from the comfort of your own home while delivering crucial services to our esteemed customers.

Requirements:

Exceptional analytical acumen and mastery in data manipulation

Proficient in proficiently utilizing the Microsoft Office Suite (Excel, PowerPoint, Word)

Effective written and verbal communication proficiencies

Exemplary attention to detail with outstanding organizational and time management skills.

Strong dedication to delivering exceptional customer service

Minimum of 1 year of experience in a customer service role

Superb verbal and written communication abilities

Capability to work autonomously in a remote environment

Diligent attention to detail and highly organized

Proficient at prioritizing and efficiently managing multiple tasks

Skilled in Microsoft Office applications

Self-motivated and capable of working independently with minimal supervision

Ability to adapt to changing priorities and thrive in a fast-paced environment

Knowledge of market research methodologies and tools is advantageous

Remote work experience or demonstrated effectiveness in a remote setting is advantageous

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#J-18808-Ljbffr

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