

# United Arab Emirates Jobs Expertini®

## Administrator

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Company: KEO INTERNATIONAL CONSULTANTS

Location: Dubai

Category: healthcare-practitioners-and-technical

### Overview

KEO is a creative enterprise, where innovation is a way of life. We are uniquely resourced with end-to-end services to take clients from inspiration – through conceptualization – to realization of planning, design or project delivery in the built and natural environments. For over 57 years we've led with vision, contributing to many of the world's most ambitious projects, iconic places, remarkable experiences and prosperous communities.

As a highly integrated and agile AEP/PMCM firm, KEO is ranked by ENR in the Top 225 International Design Firms; in the Top 20 International PM/CM Firms; and by World Architecture as 50th largest global architecture firm and #1 Firm in the Middle East Region in their 2021 WAS 100 Survey.

We invite you to join us.

Our newest opportunity is for a talented Graduate Administrator to join our award-winning team based in Abu Dhabi, United Arab Emirates and support with administrative responsibilities for the team.

### Responsibilities

We envisage success in this role to include;

Organize and manage design project files and records, maintain version control and proper naming conventions.

Facilitate team communication and schedule meetings, distribute project-related information to stakeholders.

Assist in creating project timelines and monitoring progress, help allocate resources for infra projects.

Arrange travel and coordinate with suppliers, handle administrative tasks and financial documentation.

Maintain a positive client relationship and assist in proposals.

Review infra deliverables for accuracy and consistency.

Familiarize with infra software and provide basic technical support.

Assist in organizing infra-related events and workshops.

Stay updated on industry trends and innovative infra concepts.

### **Qualifications**

To be successful in this dynamic opportunity, we envision that your career journey to date will include experience from graduate level to 2 years partnered with Bachelors Degree in any relevant field.

### **Please note that this opportunity is for UAE Nationals Only.**

KEO's performance is founded upon integrity, results, innovation, safety and our people. We embrace diversity and recognise its' contribution to client success wherever we work. We are excited to hear how you can partner with our award-winning team and treat all expressions of interest confidentially.

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