

Administrator Jobs in Abu Dhabi | AECOM

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Company: AECOM

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

1- Administrator

Job: Full Time

Location: Abu Dhabi, UAE

Description:

The Administrator supports the Project Lead on administrative tasks for project team, client and other stakeholder internally and externally. Also assist in the office wellbeing and compliance with AECOM standards.

Job Responsibilities:

Establishing and maintaining a library of reference documents. Be aware of the various record keeping and reporting procedures of the company's quality standards.

Assist Project Lead to organise and systemise the project administrative activities such as meetings, schedules, tracker, reports etc..

Assist Project Lead to monitor project team attendance and timesheet

Assist Project Lead in the preparation of the minutes of meetings

Establishes and maintains files and computerized indexes for active project documents as needed by the Project Lead

Job Requirements:

5 years of Administration experience in an engineering and construction project is a must.

Demonstrated proficiency with Microsoft Office suite of software products, e.g. Excel, Word, etc.

Proven accuracy, reliability and completeness in job accomplishment.

Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions.

Effective oral and written communication skills.

#J-18808-Ljbffr

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