

Administrator Jobs In Abu Dhabi | Mace

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Company: Mace

Location: , Abu Dhabi Emirate, United Arab Emirates

Category: other-general

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About the job

Improving the use of Microsoft Office advanced tools in project templates and reports.

Preparing, formatting, and consolidating workflows, procedures, templates, and presentations using appropriate software as requested.

Ensuring all documents are in line with Mace Way.

Collecting data as requested.

Ensuring Mace Way templates can be found on SharePoint at this location.

Planning and coordinating administrative procedures and systems and finding ways to streamline processes within the commercial department to drive continuous improvement.

Requirement

Performing quality management on documents issued by the commercial department.

Preparing and collating regular reports.

Reconciling weekly time records for invoicing purposes.

Assisting with the preparation of invoices and following up with the client for the payment of submitted invoices.

Preparing and modifying documents including correspondence, reports, and emails.

Working with document control to ensure that electronic document control is maintained and

that actions are closed in a timely manner.

#J-18808-Ljbffr

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