

# United Arab Emirates Jobs Expertini®

## Administrator Officer Jobs in UAE 2023 | Jime Fortex

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### Administrator Officer Jobs in UAE 2023 | Jime Fortex

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#### Description:

To be the primary point of contact for all contracts for the Air Arabia group, disseminate contract terms to the respective stakeholders and ensure contract compliance.

#### Job Responsibilities

To review the contracts to ensure that all respective business groups fully utilize their own areas of product support terms and commercial incentives in order to maximize benefits.

Study all agreements and contracts and ensure that all available support terms are disseminated to all respective stakeholders and benefits are collected in a timely manner with the stipulated contractual grace periods.

#### Job Requirements

Bachelor's degree in any stream or equivalent.

Proficient in Microsoft Office, Internet and Web Search (Excel advanced level).

3+ years of experience in a similar role in a direct/indirect procurement environment. Aviation background will be preferred;

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