

United Arab Emirates Jobs Expertini®

Adminstration Manager

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Company: ManpowerGroup Middle East

Location: United Arab Emirates

Category: other-general

The Role

Our client is a leading automobile company in the Middle East. We are looking to recruit an Administration Assistant Manager Role: The position entails managing all aspects of Human Resources, Accounts, General Affairs, and IT. The position upon hiring is Assistant Manager, but promotion to Manager is contingent upon performance. The role will oversee and coordinate various administrative functions within the company, including but not limited to Human Resources, Accounts, General Affairs and preferably Information Technology. Job Responsibilities: - Should demonstrate strong leadership skills, attention to detail, and the ability to effectively manage multiple responsibilities in a fast-paced environment. - Prepare Annual Business Plan for the dept, based on the business direction and strategy. - Conduct Monthly PDCA / weekly meetings with the team to achieve the targets. - Handle Internal Audits and reporting of resolution activities - Well-versed with the UAE Labour Law & JAFZA Labour Laws. - Corporate Governance and Risk Management: Conduct trainings, implement activities and ensure company compliance. - Strong Vendor Management and contract negotiation skills - Handle renewal of Medical Insurance, Facility Insurance & Fleet Insurance - Strong understanding of accounting practices for Representative Office (Cash-based accounting) - Budget Management: Develop and effectively manage budget for Administration Dept

Requirements

Candidate Requirements: - Bachelor's in Business Administration - Minimum 6 years'

experience in similar Managerial role - Especially in Human Resources, General Affairs & Accounts. - English Language (Oral and Written) - Arabic (Not mandatory but would be a plus) - Computers skills (PowerPoint, Excel, Word)

About the company

We lead in the creation and delivery of innovative workforce solutions and services that enable our clients to win in the changing world of work. ManpowerGroup powers the success of many of the world's most dynamic organizations. We deliver innovative workforce solutions that enhance competitiveness, increase efficiency and spur productivity. Combining global reach with local expertise - 3600 offices in over 80 countries - we know the changing world of work and bring a deep understanding of the companies we work for and the industries we service. ManpowerGroup entered the Middle East in December 2007 after acquiring local company Clarendon Parker, thus bringing 15 years in-depth local knowledge combined with a global footprint and industry shaping expertise and thought leadership. Manpower Middle East supports clients in the Middle East and North Africa regions. Our business is aligned to key skill specializations to ensure our clients requirements are met by expert and knowledgeable consultants that understand your industry and role requirement. Our consultants are experts in finding the right talent across all industries in a broad-range of occupations including: * IT & Telecommunications * Engineering & Construction, Oil & Gas * Banking, Finance & Legal * Sales & Business Development * Marketing, Public Relations & Communications * Human Resources & Training * Customer & Support Services (Secretarial and Administrative) * Operational, Supply Chain & Logistics * Executive Recruitment * Emiratization Solutions * Recruitment Program Outsourcing Solutions * Managed Service Provider Solutions * Talent Based Outsourcing Solutions * Outsourced Staffing Solutions

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