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Business Operations Administrator Jobs in Sharjah | British Council Jobs

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Company: British Council

Location: sharjah

Category: other-general

Business Operations Administrator Jobs in Sharjah | British Council JobsJob

Responsibilities:The Business Operations function has undergone a significant restructure to position it more effectively to support the rapidly changing needs of the British Council. With this, a vital part of this role is to adapt and embed new practices and processes that may rise from the change.

The business administration assistant role will require adaptability and durability to change and will often support management in the delivery of change.

Oversee the Sharjah office premises/estate and ensure all maintenance, repair and other works are carried out to plan

Manage the coordination of office space allocation, and manage all onsite & offsite storage facilities

Job Requirements:Language skills: Proficiency in English Language

Work experience in a similar role

At least 2 years' experience in a similar role. Proven track record in general office administration#J-18808-Ljbffr

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