

Business Support Specialist

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Company: Tiger Recruitment

Location: dubai

Category: other-general

The job posting is outdated and position may be filled• Foster good relationships and constant communication to ensure a good understanding of requirements of the Leadership team; understanding the key areas on which they need to be supported and building ways in which the EA's can consistently add value• Professionally and effectively manage any escalations that might arise from the EA or Leadership team with the aim of immediately resolving any issues, set realistic expectations and implement preventative measures/introduce improvements where relevant• Maintain strong communication with the EA and Leadership teams• Assess EA strengths. Identify areas of development and develop training programs accordingly• Utilize technology to implement more efficient processesSpecialization B | RFP Management• Maintain a clear procedure of the full RFP process from receiving the RFP through to response and delivery ensuring timely and high-quality submissions• Coordinate roles/scope clearly amongst all responsible parties (EA's, Reception, Office Services)• Maintain a database of all RFP's submitted and any responses• Ensure a clear and comprehensive data repository• Reporting of RFP's status and monthly summaries, using Teams folders and other software• Work with other Office Services Teams to ensure content and physical delivery are well organized Disclaimer: Drjobs.aeis only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.Our

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