

# United Arab Emirates Jobs Expertini®

## Cleaner

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Company: Fortes Education

Location: Dubai

Category: healthcare-practitioners-and-technical

**Job Purpose:**The Administrative Officer is responsible to meet, greet and direct Parents, Guests and Vendors to staff. The post holder will also provide secretarial, clerical and administrative support in in an effective and efficient manner

### **Main Accountabilities:**

Provide office support services in order to ensure efficiency and effectiveness within the Nursery

Answer, screen and forward any incoming phone calls while providing basic information when needed

Provide general support to visitors

Take parents on a tour of the Nursery

Receive and sort daily mail/deliveries/couriers

Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)

Update appointment calendars and schedule meetings/appointments

Assist in preparation of meetings, conferences and conference telephone calls

Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

Work collaboratively with various stakeholders to complete key tasks & projects

Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories

Perform other clerical receptionist duties such as filing, photocopying and collating, faxing.

Candidate should be able to converse in Russian language.

**Job specification:**

Bachelor's degree in any discipline

Minimum of 4 years of professional administrative experience

Excellent customer service skills

Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships.

Strong computer skills with demonstrated proficiency in Word, Excel, PowerPoint etc.

Excellent interpersonal skills with the ability to work effectively with all levels of staff and management

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