

## Cluster Assistant Cost Controller Jobs In Dubai UAE | Accor

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We are looking for a hard-working and dedicated assistant to be responsible for administrative and clerical duties to ensure efficiency and smooth running in our offices. The assistant provides reliable support to managers, staff, and office visitors, handles basic office tasks and monitors office operations to increase efficiency, quality, and lower costs.

Responsibilities: Greeting and directing visitors, answering questions, and responding to complaints and requests.

Making arrangements for meetings and travel.

Performing basic office tasks, such as data entry, answering phones, taking messages, sorting mail, maintaining and updating filing, operating office machines, and arranging equipment maintenance and repairs.

Planning and preparing for office events, such as meetings, conferences, and promotional activities.

Ordering and distributing office supplies. Requirements: A high school diploma.

A working knowledge of and experience with administrative and clerical procedures and systems.

A good proficiency with computers.

Familiarity with office equipment. #J-18808-Ljbfrr

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