

Contract Administrator Jobs in Abu Dhabi | Serco Jobs 2022

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Company: Serco

Location: abu dhabi

Category: other-general

1- Contract Administrator

Job: Full Time

Location: Abu Dhabi, UAE

The Job Opportunity:

Serco is currently bidding for a contract in Abu Dhabi for the property management/leasing division. We are looking to hire a contract administrator who will provide support to the contract team with a cohesive contract administration service that promotes the timely reporting of contract deliverables, financial information around procurement and the effective delivery of services.

Job Responsibilities:

Coordinate the management of the contract deliverables including Key Performance Indicators (KPIs) and other reports.

Gather information and details in providing weekly, monthly and annual activity reports.

Assist with planning and policy development.

Ensures that all income and operating costs are correctly charged and accounted for.

Job Requirements:

Excellent knowledge of Microsoft Office, Excel, Outlook, PowerPoint, Visio and Word.

Preferably 3 years general administration experience.

Possess excellent customer service skills.

Experience of customer service, for example working in a reception area.

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