

## Documentation Specialist

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Company: Adecco Middle East

Location: dubai

Category: other-general

The job posting is outdated and position may be filled. Labeling, sorting, and categorizing documents for ease of use. Retrieving documents upon request. Outlining a long-term storage strategy. Adhering to regulatory requirements. Working with colleagues to ensure consistency of documentation practice across the company. Training employees on efficient documentation usage. Disclaimer: Drjobs.ae is 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. Dr.Job is an online platform that connects employers with skilled job seekers, facilitating the search for job opportunities and top talent. Established in 2015. Dr.Job has emerged as the Gulf region's premier job portal, attracting thousands of job seekers every day from different countries like UAE, Saudi Arabia, Bahrain, Kuwait, Oman, and Qatar.

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