

United Arab Emirates Jobs Expertini®

EA Office Manager

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Company: IRWIN & DOW

Location: dubai

Category: other-general

Requirements To be considered for the role, candidates must possess either a Bachelor's Degree or a Secretarial diploma/ High School Diploma and have had at least two years' administrative support experience preferably in a professional services firm. Candidates must be fully fluent in both Spanish and English and possess exceptional written skills in both languages. Additionally, a stable and consistent career history, with previous UAE experience, should be demonstrated.

#J-18808-Ljbffr

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