

## ENOC | Associate Network Services Executive Jobs in Dubai

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Company: ENOC

Location: dubai

Category: other-general

ENOC | Associate Network Services Executive Jobs in DubaiResponsibilities:The job holder is responsible to handle more than 200 sites profile and ensure regular updates are on daily basis.

The job holder is responsible to update Site and Tenant master data sheet.

The job holder is responsible to generate lease agreements in the system for more than 400 tenants.

The job holder is responsible to initiate the renewal in system, and handle the termination process whilst obtaining the required approvals. Also ensure for system clean up.

Requirements:University Bachelor Degree in Business Administration or equivalent.

Excellent Communication & analytical skills

Excellent knowledge and skills in the use of Microsoft package (Excel, Word & PowerPoint)

Ability to work independently & as part of a team.  
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LOCATION

ACTIONAssociate Network Services Executive

Dubai UAE

View & ApplySenior Administrative Officer (UAE National Only) Health Licensing

Dubai

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Dubai

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View & ApplyStaff Nurse (UAE National Only)- Al Jalila Children Specialty Hospital

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Dubai

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Dubai

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