

Front Desk Administrator Jobs In Abu Dhabi | Black Pearl Consult

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Front Desk Administrator Jobs In Abu Dhabi | Black Pearl Consult

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One of the prominent private investment firms in Abu Dhabi is looking for a Front Desk Administrator. In this role, you will be the first point of contact of the organization and will be crucial in maintaining a welcoming reception area.

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Responsibilities

Welcome guests, clients, and visitors warmly and ensure their needs are addressed promptly. Answer incoming calls, transfer them to appropriate individuals, and relay messages accurately. Coordinate and manage facilities management (FM) requirements, ensuring a conducive office environment.

Liaise with suppliers to manage office stationery and furniture needs.

Assist in coordinating various office events to foster a positive and engaging workplace.

Manage incoming and outgoing mail and deliveries efficiently.

Schedule appointments and meetings with attention to detail and accuracy.

Assist with administrative tasks, including data entry, filing, and document preparation.

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Requirement

High school diploma or equivalent; additional administrative certifications or training and a Bachelors degree are a plus.

2-3 years of experience in a front desk or administrative role

Excellent communication and interpersonal skills.

Proficiency in using office equipment, including computers, printers, and telephones.

Familiarity with office software (e.g., Microsoft Office Suite).

Fluency in English; Fluency in Arabic is preferred

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