

United Arab Emirates Jobs Expertini®

HR & Admin Officer

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Company: Dubai Limited

Location: united arab emirates

Category: other-general

Category: Accounting/Auditing Career Level: Entry Level Experience: Less than 1 Year Required Qualification: School Requires Traveling: No Salary: Salary Not disclosed Salary Type: Per Month Total Vacancies: 4 Skills: company, office assistant, handling clerical, office, incoming calls, filing system, recording documents, word processing, requirements, school diploma, field, time, salary, visa, accommodation

Description: Our company is looking for an office assistant to be responsible for handling clerical tasks in our office.

Responsibilities: Handling incoming calls and other communications. Managing filing system. Recording information as needed. Greeting clients and visitors as needed. Updating paperwork, maintaining documents, and word processing.

Requirements: High school diploma or associate's degree. Experience as an office assistant or in a related field. Ability to write clearly and help with word processing when necessary.

Duty Time: 9am To 7pm

Salary: 3500 AED Between 4500 AED

Visa Accommodation: Transport Company Will Provide

All Incentive: Company Will Provide

Job Specification: Afcon LLC (Recruiter) is in search of talented and motivated individuals for the post of HR & Admin Officer in the field of Accounting/Auditing in one of their office located in Dubai - United Arab Emirates. The ideal candidate should have school qualification and at least less than 1 year of experience. The position require company, office assistant, handling, clerical, office, incoming, calls, filing, system, recording, documents, word processing, requirements, school, diploma, field, time, salary, visa, accommodation mandatory skills. This is a Full-Time morning shift job.

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