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HR & Office Administrator | Norvic Shipping Dubai

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Company: Norvic Shipping

Location: dubai

Category: other-general

HR & Office Administrator | Norvic Shipping Dubai

Norvic Shipping is a leading American operator of modern dry bulk vessels worldwide. Our global footprint spans from our headquarters in New York, USA to our regional offices in China, Singapore, India, UAE, Denmark, Brazil and Canada.

Fuel your career with Norvic: apply for the HR & Office Administrator position!

We are currently seeking a talented HR & Office Administrator to join our dynamic team based in our Dubai office. The employee will play a key role in supporting our office management functions and facilitating the execution of HR activities.

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Requirements:

Relevant work experience of 3-5 years in a similar position.

Strong verbal and written communication skills.

Highly organized, proactive, and meticulous attention to details.

Excellent skills in Microsoft Office – Word, Excel, and PowerPoint.

Excellent organizational skills with a structured approach.

Sound decision-making abilities.

Strong team player with the ability to work under pressure.

Don't miss out on this exciting opportunity – apply now at dubaiofferz.com

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