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Company: Tiger Recruitment

Location: dubai

Category: other-general

The job posting is outdated and position may be filled• Providing extensive administrative support• Extensive diary management• Expense management• Travel Coordination, including itineraries and visa applications• Answering telephones and emails professionally and in a timely manner• Collating presentations / reports• Booking and arranging meeting rooms• Co-ordinating deadlines• Filing management• Prepare, edit and proofread documentation• Managing invoice and fee notes and assisting with the billing• General administration and day-to-day duties Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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