

United Arab Emirates Jobs Expertini®

Male Facilities & Administration Supervisor

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Company: Chiyoda CCC Engineering Limited (CCEL)

Location: Abu Dhabi

Category: office-and-administrative-support

Our Company has an excellent reputation on the market. To support its rapid expansion we are seeking an experienced and dedicated Facilities & Administration Supervisor to lead the Administration team in Abu Dhabi. You will be reporting directly to the HR & Administration Manager and responsible for the successful delivery and performance of the Administration services. In this role you will be supported by an Administrator and PRO. Key

Responsibilities:- Direct all day to day Administration services to ensure they are executed timely and cost effectively in line with the approved Company policies- Supervise the Government Relations function including the site gate passes- Responsible for the transportation and car park and related insurances- Responsible for travel, accommodation and telephone/ bills- Responsible for corporate purchases, evaluating quotations from suppliers and supporting price negotiations- Responsible for providing and maintaining inventories on office and stationary supplies- Responsible for building and offices design and maintenance- Provides support on organization and execution of employed events-

Other tasks assigned by the Manager The ESSENTIAL criteria:- Bachelor's degree holder- Expat Western or Arab National ONLY- At least 8 years Facilities & Administration experience, with at least 4 years as Facilities or Administration Supervisor with a MNC- Experience of managing a team of drivers, cleaners and administrators- Fluency in written and spoken English To be successful in this position it is essential to possess:- Ability to manage time & work under pressure- Readiness to persevere with difficult tasks- Able to focus and drive tasks to completion ADDED ADVANTAGE Western National Have a MBA This role is a priority. Those who can join us IMMEDIATELY will have a definitive advantage About The Company

Chiyoda CCC Engineering Ltd (CCEL) is a premier joint venture company in the EPC market. Since the early 1950's CCC, and Chiyoda Corporation in 1960's, have participated in the building of the most complex Oil and Gas plants, refineries, petrochemical plants, pipelines, and utilities. Both companies have vast technical knowhow, strong capabilities in multi-discipline engineering, project management and construction and long regional experience.

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