

Multiple Administration Roles (Temp)

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Company: AIAlamein International University

Location: dubai

Category: other-general

Job Description

About the job Multiple Administration Roles (Temp)

Are you an experienced Temporary Administrative Assistant/Receptionist/Executive Assistant/Personal Assistant seeking the excitement of temporary projects? If you're ready to bring your skills to diverse and dynamic opportunities, we have immediate positions available that are perfect for you!

As a Temporary Administrative Assistant/Receptionist/Executive Assistant/Personal Assistant, you will be an essential part of the team, engaging in diverse projects that will challenge and enhance your skills. If you thrive in a fast-paced environment and are eager for immediate opportunities, we want to hear from you!

Responsibilities:

Project Variety: Dive into temporary projects for different clients, bringing your expertise to various industries and organizational settings.
Client Interaction: Act as the welcoming face for clients, ensuring a positive experience while handling calls, emails, and inquiries with professionalism.
Efficient Execution: Tackle administrative tasks and projects with speed and accuracy, contributing to the success of each temporary assignment.
Adaptability: Showcase your ability to adapt quickly to new environments, tasks, and client needs.

Qualifications:

Proven experience as an Administrative Assistant/Receptionist/Executive Assistant/Personal Assistant **MUST** be immediately available to join (No Notice Period required) **MUST** have own visa valid for at least 6 months (Family Sponsorship, Freelance Visa, Golden Visa, Employment

Visa with NOC letter)Enthusiastic about temporary projects and immediate opportunities.Strong organizational and multitasking skills.Excellent communication skills, both written and verbal.

Location: Tailored to Client Requirements

We understand that every client has unique preferences, and we're committed to accommodating them. The location for your role will be discussed and customized based on the specific requirements of our clients, ensuring a convenient and comfortable work environment.

Timings: Aligned with Client Needs.

Your working hours will be determined in consultation with the client, allowing you to adapt your schedule to meet their specific needs. We believe in creating work arrangements that promote both productivity and work-life balance.

Salary: Meeting Client Expectations

We recognize the importance of fair compensation. Your salary will be discussed and tailored to meet the expectations of our clients. We aim to ensure that your skills and contributions are appropriately recognized, providing a competitive and satisfying compensation package.

Duration: Adapting to Project Needs

We acknowledge and appreciate the dynamic nature of our temporary projects. The duration may vary based on client needs and project requirements. Your adaptability and willingness to contribute effectively within varying timeframes are highly valued.

We value transparency and collaboration. These aspects of your employment, including location, timing,salary, and duration will be openly discussed and agreed upon to create a positive and mutually beneficial work experience.Job Requirements

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