

OFFICE ADMINISTRATOR Jobs In Dubai 2022 | GZ Solutions

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Company: GZ Solutions

Location: abu dhabi

Category: other-general

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Description:

Hiring an Office Administrator for Abu Dhabi.

Responsibilities:

Follow office workflow procedures to ensure maximum efficiency.

Maintain files and records with effective filing systems.

Monitor office supplies inventory and place orders.

Schedule agendas/travel arrangements/appointments etc. for the management.

Maintain a clean and organized office environment.

Support meeting and conferencing needs.

Monitor office expenditures and handle all office contracts (rent, service etc.).

Requirements:

Bachelor degree holder.

Two to four years experience as an Office Administrator.

Excellent organizational and time management skills.

Multi-tasking ability.

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