

Office Administrator Jobs In Dubai | Michael Page

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We are currently seeking an Office Administrator to champion seamless office operations, contributing significantly to the expanding success. In this pivotal role, you'll be instrumental in enhancing overall efficiency and effectiveness across the organisation, acting as the primary point of contact for both internal and external stakeholders.

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Responsibilities

Supporting HR:

Assist in daily HR functions, including employee on-boarding, off-boarding, visa application, and maintaining personnel records.

Coordinate HR-related communications and activities.

IT Service Coordination:

Liaise with outsourced IT service providers to ensure seamless IT operations.

Troubleshoot and resolve minor IT issues in collaboration with the IT team.

Event Management:

Plan and organise both internal and external events, such as meetings, workshops, and conferences.

Coordinate logistics, catering, and other event-related details.

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Requirement

Minimum of 5 years of experience in office administration.

Experience in the manufacturing industry is preferred.

Strong organisational and multitasking abilities.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite and other relevant software.

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