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Company: Delma Group

Location: dubai

Category: other-general

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Description:

An Office Administrator is a professional who oversees operations across their organization's office. They are responsible for welcoming visitors, coordinating meetings, appointments and directing various administrative projects.

Responsibilities: Assist in formulating and implementing administrative policies and procedures, take responsibility for implementation of administration plans;

Prepare correspondence, reports, presentation materials and other business documents and manage an effective filing system;

Fixed asset control and record update and handle all office related service providers issue, including arranging general office maintenance /

cleaning, purchasing stationery and office supplies, inventory, security system;

Responsible for travel and accommodation arrangement, visa application and apartment management of Chinese expatriates;

Prepare and coordinate meetings, conferences, functions, events, training and various company activities and collect Mindray and its partners' marketing activities materials (words, photos, videos);

Requirements: Bachelor's degree or above, major in Business or Administration or related discipline is preferred;

Excellent cross-cultural communication and interpersonal skills in English & Arabic communication capability, fluent Chinese is a plus;

Minimum 2 years' experience in administration, proactive in standardizing and implementing company policy;

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