

# United Arab Emirates Jobs Expertini®

## Office Administrator Jobs In Dubai UAE 2023 | Fabrics Construction

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Company: Fabrics Construction

Location: dubai

Category: other-general

Office Administrator Jobs In Dubai UAE 2023 | Fabrics Construction

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Description:

We are looking for a responsible Administrator to organize our company's day-to-day operations. Your job will be to provide clerical support to our managers and employees and coordinate all daily administrative activities/.

Responsibilities:Book meetings and schedule events

Order office stationery and supplies

Maintain internal databases

Submit expense reports

Keep employee records (physical and digital)

Maintain a filing system for data on customers and external partners

Distribute incoming and outgoing mail

Prepare regular reports and presentations

Organize, store and print company documents as needed

Answer and redirect phone callsRequirements:Familiarity with office equipment, including printers and fax machines

Knowledge of office policies and procedures

Experience with office management tools (MS Office software, in particular)

Excellent organizational and time-management skills

Strong written and oral communication skills

Problem-solving attitude with an eye for detail

High school diploma; additional qualifications as an Office Administrator or Secretary are a plus#J-18808-Ljbffr

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