

Office Administrator Jobs In Sharjah | PIPECARE Group

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About the job

Administrator maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.

Besides that Administrator is in charge of car fleet management, monitors the work of the drivers, arranges their schedule and controls the attendance. Administrator also is responsible for booking hotel, air ticket, arrangement of airport pick and drop off for the guest and preparation of the meeting rooms.

Requirement

Preparing letters, reports, memos, other documents required.

Answering phone calls and directing them to appropriate parties or receives and forwards messages.

Reviewing and analyzing incoming memos, letters, submissions and reports to determine their significance and correct distribution.

Create, transcribe and distribute meeting agendas and minutes

File and retrieve project documents, records and reports

Supervise office drivers and coordinate their daily work

Approve attendance for office drivers

Manager the pick-up and drop-off of LIN SCAN personnel and guests

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