

## Office Administrator Jobs In Sharjah | PIPECARE Group

[Apply Now](#)

Company: PIPECARE Group

Location: Sharjah

Category: other-general

### Office Administrator Jobs In Sharjah | PIPECARE Group

#### 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

#J-18808-Ljbffr

[Apply Now](#)

#### Cross References and Citations:

1. Office Administrator Jobs In Sharjah | PIPECARE Group [Findfulltimejobs Jobs Sharjah Findfulltimejobs ↗](#)
2. Office Administrator Jobs In Sharjah | PIPECARE Group [PlumberjobsJobs Sharjah Plumberjobs ↗](#)
3. Office Administrator Jobs In Sharjah | PIPECARE Group [Biologyjobs Jobs Sharjah Biologyjobs ↗](#)
4. Office Administrator Jobs In Sharjah | PIPECARE Group [Southafricajobs Jobs Sharjah Southafricajobs ↗](#)
5. Office Administrator Jobs In Sharjah | PIPECARE Group [KualalumpurjobsJobs Sharjah Kualalumpurjobs ↗](#)
6. Office Administrator Jobs In Sharjah | PIPECARE Group [Southafricajobs Jobs Sharjah Southafricajobs ↗](#)
7. Office Administrator Jobs In Sharjah | PIPECARE Group [TelecomjobsJobs Sharjah Telecomjobs ↗](#)
8. Office Administrator Jobs In Sharjah | PIPECARE Group [KualalumpurjobsJobs Sharjah Kualalumpurjobs ↗](#)
9. Office Administrator Jobs In Sharjah | PIPECARE Group [NotaryjobsJobs Sharjah Notaryjobs ↗](#)
10. Office Administrator Jobs In Sharjah | PIPECARE Group [Universityjobsnearme Jobs Sharjah Universityjobsnearme ↗](#)
11. Office Administrator Jobs In Sharjah | PIPECARE Group [Ophthalmologistjobs Jobs Sharjah Ophthalmologistjobs ↗](#)
12. Office Administrator Jobs In Sharjah | PIPECARE Group [Anyeventhire Jobs Sharjah Anyeventhire ↗](#)

13. Office Administrator Jobs In Sharjah | PIPECARE Group CarejobsJobs Sharjah Carejobs ↗
14. Office Administrator Jobs In Sharjah | PIPECARE Group PortugaljobsJobs Sharjah Portugaljobs ↗
15. Office Administrator Jobs In Sharjah | PIPECARE Group NetworkengineerjobsJobs Sharjah Networkengineerjobs ↗
16. Office Administrator Jobs In Sharjah | PIPECARE Group Omanjobs Jobs Sharjah Omanjobs ↗
17. Office Administrator Jobs In Sharjah | PIPECARE Group Fashionjobsnearme Jobs Sharjah Fashionjobsnearme ↗
18. Office Administrator Jobs In Sharjah | PIPECARE Group Southkoreajobs Jobs Sharjah Southkoreajobs ↗
19. Office administrator jobs in sharjah | pipecare group Jobs Sharjah ↗
20. AMP Version of Office administrator jobs in sharjah | pipecare group ↗
21. Office administrator jobs in sharjah | pipecare group Sharjah Jobs ↗
22. Office administrator jobs in sharjah | pipecare group JobsSharjah ↗
23. Office administrator jobs in sharjah | pipecare group Job Search ↗
24. Office administrator jobs in sharjah | pipecare group Search ↗
25. Office administrator jobs in sharjah | pipecare group Find Jobs ↗

Source: <https://ae.expertini.com/jobs/job/office-administrator-jobs-in-sharjah-pipecare-gr-sharjah-pipecare-group-411-109828/>

Generated on: 2024-05-06 by Expertini.Com