

# United Arab Emirates Jobs Expertini®

## Office Administrator / Secretary

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Company: Pipecare Group

Location: Dubai

Category: healthcare-practitioners-and-technical

PipeCare Group of companies has been helping the customers ensure the integrity of their pipeline and facility assets for over 20 years. PipeCare Group is looking for an experienced Office Administrator who will be responsible for maintenance of the office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers and control and assurance of proper office documents filling. Besides that, Administrator is in charge of car fleet management, monitors the work of the drivers, arranges their schedule and controls the attendance. Key Responsibilities & Authorities Office Administration: 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. Car fleet management: Supervise office drivers and coordinate their daily work Approve attendance for office drivers Manager the pick-up and drop-off of personnel and guests Providing assistance for activities such as coordination between various departments, reviewing reports, conducting studies and correspondence. Documentation & Reporting: Providing information from one department to another as requested. Execute any other duties as assigned by Supervisor. Qualifications BS degree or equivalent in a relevant discipline Job Experience 5+ years office administration background Excellent communication skills and Fluency in English Ability to work proactively in a professional, confident manner Ability to work under pressure and to tight deadlines Knowledge Knowledge of office administration Ability

to maintain a high level of accuracy in preparing and entering information Skills    Excellent interpersonal skills Team building skills Analytical and problem-solving skills Decision making skills Effective verbal and listening communications skills Attention to detail and high level of accuracy Very effective organizational skills Effective written communications skills Computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level Stress and time management skills    Powered by JazzHR

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