

## 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

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