

# United Arab Emirates Jobs Expertini®

Office Executive Jobs in Dubai | ACCOR Careers 2022

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Location: dubai

Category: other-general

1- Office Executive

Job: Full Time

Location: Dubai, UAE

Description:

The office Executive will provide support and secretarial duties to the Dubai Regional Team.

Job Responsibilities:Receive and screen incoming calls for all departments and ensure that all important messages are properly disseminated

Receive and entertain company guest, visitors, clients and others

Maintain the cleanliness of the reception, pantry and washrooms

Make sure contracts are up to date and assess the quality of service given by vendors#J-18808-Ljbffr

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