

United Arab Emirates Jobs Expertini®

Office Manager

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Company: APS

Location: abu dhabi

Category: other-general

Key Responsibilities
Medical Insurance Request quotation; Consultation about medical insurance plan; Accommodation Request accommodation proposal/ market research in terms of personal requirements; Support if any documents are required for search; Opening bank account. Emirates Entry Permit + ID process Organize documents legalization process for Emirates ID DMCC Job Offer + Contract Create or edit Employment contract.
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