

# 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. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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