

United Arab Emirates Jobs Expertini®

Office Manager

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Company: AJMAN UNIVERSITY

Location: ajman

Category: other-general

Communicates with functional managers, staff members, deans, faculty members, and students; by responding to all their inquiries and satisfying all their needs. Establishes viable relationships with external parties and maintain regular contact with AU's internal and external parties by communicating Dean's instructions, requirements, and decisions, and briefing her on important issues of interest and feedback. Manages Dean's agenda by prioritizing appointments, scheduling meetings and events, and drafting minutes of meetings, and translating documents (Arabic to English and vice versa). Maintaining accurate and up-to-date student records, including academic records and personal information. Prepares, reviews and refines progress reports in coordination with related individuals; ensures that deadlines of projects' completion are met and problems are immediately addressed, resolved and/or reported. Maintains organized and easily accessible resources within a highly automated environment; ensuring an accurate and timely flow of incoming and outgoing documents. Manage , conduct and communicate all DOS office events preparations and required logistics . Drafts letters, announcements, memos, circulars, and emails, and communicates with all internal and external parties as needed. Attends meetings and updates the Dean on certain matters of interest. Produces reports, presentations, analytical summaries and briefing papers. Conducts research on specific issues and present the findings to the Dean. Performs other different job-related duties as assigned by the Dean.

#J-18808-Ljbffr

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