

# United Arab Emirates Jobs Expertini®

## Office Manager

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Company: Cobalt Abu Dhabi

Location: dubai

Category: other-general

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Views 5483 Job Description Our client, an international organization, is urgently looking for a

high powered Arabic Office Manager who will be based in their newly set up office in Dubai.

For this role, you will be responsible for the day to day running of the office and will be

involved in HR, purchasing, contracts, marketing and general administration. You will be

managing a team of staff including receptionist, administration assistant, office boys and drivers

and will directly report to the General Manager. Their working hours are from 9AM to

6PM, Sunday through Thursday. Job Category Administration & Secretarial Job

Requirements Experience Min: 3 Years Career Level Senior Job Type Full Time Vacancies 2

Open Positions Salary Negotiable Gender Any Degree Level Bachelor's degree Faculty / Institute

Any Major Accounting Age Any Nationality Any Residence Location Any Languages English -

Very Good Own a Car Any Have Driving License Any Job Skills To be considered, you should be

a degree holder with minimum 3 years of experience in the same capacity. You should have

a background in managing the general office and have good knowledge of HR, Health and

Safety, purchasing and marketing. You should have management skills and strong

communication skills. Fluency in Arabic, French and English is highly required. If you are

interested, please send your application now! About The Company Cobalt Abu Dhabi is part of

a leading international recruitment provider with offices in Europe, Singapore, Australia and

New Zealand. Cobalt offers high quality HR consultancy, executive search, contingency

recruitment and Emiratization services in Abu Dhabi and the wider MENA Region. It

works extensively within the fields of Construction & Engineering, Banking & Finance and HR & Business Support. Contributing to the region's development, we play a key role in identifying and attracting the very best talent to ensure the region's potential is realized. We also understand the importance of Emiratization in ensuring the long-term success of the UAE economy and have therefore pro-actively developed a strong network of UAE Nationals within our specialist areas. Company Industry Recruitment Agencies Apply For Job Or share with friends Share this job to: Similar Jobs

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