

Office Manager

[Apply Now](#)

Company: Cobalt Abu Dhabi

Location: dubai

Category: other-general

Office Manager Jobs in Dubai, UAE by Cobalt Abu Dhabi | ArabJobs.com Office

ManagerCobalt Abu Dhabi - Dubai, UAE Posted In 25/6/2013 Apply For JobApplicants 19

Views 5483Job 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

RequirementsExperience Min: 3 Years Career LevelSenior Job TypeFull TimeVacancies2

Open Positions Salary Negotiable GenderAnyDegree LevelBachelor's degree Faculty / Institute

Any Major Accounting Age Any NationalityAny Residence Location Any Languages English - Very Good Own a CarAny Have Driving LicenseAnyJob SkillsTo 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 CompanyCobalt 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

#J-18808-Ljbfrr

[Apply Now](#)

Cross References and Citations:

1. [Office Manager Teaching assistant jobs Jobs duba Teaching assistant jobs ↗](#)
2. [Office Manager Biomedical jobs Jobs duba Biomedical jobs ↗](#)
3. [Office Manager Real estate jobs near me Jobs duba Real estate jobs near me ↗](#)
4. [Office Manager Enforcement jobs Jobs duba Enforcement jobs ↗](#)
5. [Office Manager Canada jobs career Jobs duba Canada jobs career ↗](#)
6. [Office Manager Geology jobs Jobs duba Geology jobs ↗](#)
7. [Office Manager Customer service jobs Jobs duba Customer service jobs ↗](#)
8. [Office Manager Supervisor jobs Jobs duba Supervisor jobs ↗](#)
9. [Office Manager Minneapolis jobs Jobs duba Minneapolis jobs ↗](#)
10. [Office Manager Hair jobs Jobs duba Hair jobs ↗](#)
11. [Office Manager Videographer jobs Jobs duba Videographer jobs ↗](#)
12. [Office Manager Nz jobs career Jobs duba Nz jobs career ↗](#)
13. [Office Manager Civil jobs Jobs duba Civil jobs ↗](#)
14. [Office Manager Dermatologist jobs Jobs duba Dermatologist jobs ↗](#)
15. [Office Manager Online community career hub Jobs duba Online community career hub ↗](#)
16. [Office Manager Public relations jobs Jobs duba Public relations jobs ↗](#)
17. [Office Manager Bangkok jobs Jobs duba Bangkok jobs ↗](#)
18. [Office Manager Job descriptions sample Jobs duba Job descriptions sample ↗](#)

19. **Office manager Jobs Dubai** ↗
20. **AMP Version of Office manager** ↗
21. **Office manager Dubai Jobs** ↗
22. **Office manager Jobs Dubai** ↗
23. **Office manager Job Search** ↗
24. **Office manager Search** ↗
25. **Office manager Find Jobs** ↗

Source: <https://ae.expertini.com/jobs/job/office-manager-dubai-cobalt-abu-dhabi-1968-29083/>

Generated on: 2024-05-03 by Expertini.Com