

United Arab Emirates Jobs Expertini®

Office Manager

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Company: DOW JONES

Location: Dubai

Category: healthcare-practitioners-and-technical

Description

Office Manager, Dubai, Fixed Term Contract (9 Months Maternity Cover)

The Wall Street Journal is looking for an office manager in Dubai, the company's hub for its busy Middle East bureau for a Fixed Term Contract (9 Months Maternity Cover).

The manager would be expected to support our team of journalists in their coverage of one of the fastest-moving and most important stories in the world. The right candidate will know how to navigate the government, business and regulatory environment in the United Arab Emirates, managing legal documents, overseeing license renewals, payments for operations and facilitating visas for foreign correspondents.

The manager communicates regularly with the Journal's global operations team, processing invoices for contractors across Europe, the Middle East and Africa. Importantly, the manager is the go-to, in-office support staff for journalists and sales staff in Dubai, maintaining office supplies, booking travel and facilitating credentials.

You Have:

Five years of experience in a similar job.

Fluency in Arabic

Very strong organizational, and oral and written communication skills

Experience of working in a fast-paced environment and stays calm under pressure

Planning and organizational skills including effective time management.

Reasonable accommodation: Dow Jones, Making Careers Newsworthy - We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. EEO/AA/M/F/Disabled/Vets. Dow Jones is committed to providing reasonable accommodation for qualified individuals with disabilities, in our job application and/or interview process.

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