

United Arab Emirates Jobs Expertini®

Office Manager

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Company: IRWIN & DOW

Location: dubai

Category: other-general

We are seeking a locally experienced EA / Office Manager for our client, an international engineering consultancy, who have experienced year on year growth in the region. Conveniently located on the metro line, the office has a close-knit team and a lovely working environment. The role has dual reporting lines, reporting to the Director, Middle East here in Dubai and the Operations Director in London. As stated, the role has two main functions, and we are seeking a candidate who can immerse themselves fully in the day-to-day operations and office management and provide strong EA support to the Director. This includes managing the HR function on the ground, assisting the PRO with visas, medical insurance, assisting with onboarding and will liaise with the HR Head in London. Additionally, you will support the team with document control, managing the CRM system and all administrative requirements. You will also look after the petty cash in the office, expenses, invoice payment again in conjunction with the Finance department.

#J-18808-Ljbffr

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