

Office Manager Jobs In Dubai | Best Bit Pay

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Our company is looking to hire an office manager to be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, and supervising our office staff to ensure maximum productivity. You will also be required to create presentations and produce management-level reports.

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Responsibilities:

Overseeing general office operation.

Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.

Coordinating appointments and meetings and managing staff calendars and schedules.

Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.

Coordinating domestic and international travel, including flight, hotel, and car rental reservations.

Purchasing office supplies and equipment and maintaining proper stock levels.

Producing reports, composing correspondence, and drafting new contracts.

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Requirements:

A bachelor degree or equivalent.

Five years of experience in office administration

Office management experience.

Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

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