

Office Manager Jobs In Dubai | Jupiter Power

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Company: Jupiter Power

Location: Dubai

Category: other-general

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BlackStone eIT, a leading computer software company, is seeking a highly efficient and organized individual to join our team as an Office Manager. As the Office Manager, you will be responsible for providing administrative support, managing office operations, and ensuring the smooth running of our day-to-day activities.

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Responsibilities

Coordinate and oversee office operations and procedures, ensuring organizational effectiveness and efficiency.

Manage and maintain office supplies, equipment, and inventory.

Supervise and support administrative staff, ensuring tasks are completed accurately and timely.

Coordinate and schedule meetings, appointments, and travel arrangements for executives and staff.

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Requirements

Relevant experience in office management

Certificate in administration

Can work under pressure

Organized

Problem solver

Familiar with UAE Laws

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