

Office Manager Jobs In Dubai | Stryber

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Company: Stryber

Location: dubai

Category: other-general

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About the job

We build ventures and venture studios for renowned corporations and investment funds, helping them deliver substantial growth and drive shareholder value. Our team consists of 100+ exceptional venture builders from 30+ countries collaborating from Abu Dhabi, Dubai, Kyiv, London, Munich, Singapore, Valencia and Zurich. We want to create impact and build startups from 0 to 1.

RequirementExperience: At least 3 years of experience working as an Executive/Team Assistant and/or Office Manager

PRO Experience: Prior experience working with PROs in Dubai and KSA, specifically in visa and health insurance management, is a definite plus.

Start-up Experience: Previous experience working in a start-up environment, particularly in KSA, is highly desirable.

Travel Flexibility: Ideally this position will be based in Riyadh. If you are based in Dubai you must be willing to travel up to 50% of the time between UAE and KSA.

Independent and Team Player: Capable of working independently and as part of a team, demonstrating strong collaboration skills.

Initiative and Confidentiality: Possess a high level of initiative, flexibility, and confidentiality in handling sensitive information.

Attention to Detail: Strong attention to detail, time management, and persistence to ensure accurate and efficient completion of tasks.#J-18808-Ljbfrr

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