

Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group

[Apply Now](#)

Company: Jobs Global Group

Location: dubai

Category: other-general

Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group

About the job

Jobsglobal is hiring Office Manager for a food company located in Kuwait. The Office Manager is responsible for keeping the office running smoothly while supporting the CEO and employees in administrative work on a daily basis. The CEO Assistant should be highly organized, self-motivated, proactive and able to act without guidance in order to contribute to the efficiency of the business.

Responsibilities:

- Manage, prioritize, screen and monitor CEO's correspondences in a well-organized and timely manner.
- Setup and coordinate meetings and appointments and manage schedules effectively.
- Create, transcribe and distribute meeting agendas and minutes, and serve as board secretary.
- Act as liaison in coordinating work between the CEO and department heads as required.
- Handle travel arrangements and itineraries.
- Collect research and analyze information as needed.
- Create and present reports, presentations and briefs as required.
- Devise and maintain office filing system and ensure relevant records are up to date.
- Ensure Policy & Procedures implementation.
- Handle corporate compliance issues relating to Ministry of Commerce filings, board issues, licenses, etc.

- Identify opportunities and processes to enhance management systems.
- Manage office budget and inventories.
- Manage communication channels in coordination with stakeholders (Marketing, HR ...)
- Any other duties assigned by the management.#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Automobilejobs Jobs dubai Automobilejobs ↗
2. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Parisjobs Jobs dubai Parisjobs ↗
3. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Entryleveljobs Jobs dubai Entryleveljobs ↗
4. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Photographerjobs Jobs dubai Photographerjobs ↗
5. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Managerjobsnearme Jobs dubaManagerjobsnearme ↗
6. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group PerujobsJobs dubai Perujobs↗
7. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group Entrepreneurshipjobs Jobs dubaEntrepreneurshipjobs ↗
8. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group MoscowjobsJobs dubai Moscowjobs↗
9. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group MaintenancejobsJobs dubai Maintenancejobs↗
10. Office Manager Jobs In Dubai UAE 2023 | Jobs Global GroupLondonjobscentralJobs dubai Londonjobscentral↗
11. Office Manager Jobs In Dubai UAE 2023 | Jobs Global GroupMedicalnursejobs Jobs dubai Medicalnursejobs ↗

12. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [Denverjobs Jobs dubai Denverjobs ↗](#)
13. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [RetailjobsnearmeJobs dubai Retailjobsnearme ↗](#)
14. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [FindurgentjobsJobs dubai Findurgentjobs ↗](#)
15. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [Servicemanagementjobs Jobs duba Servicemanagementjobs ↗](#)
16. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [Usajobscareer Jobs dubai Usajobscareer ↗](#)
17. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [Shanghaijobs Jobs dubai Shanghaijobs ↗](#)
18. Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group [Shenzhenjobs Jobs dubai Shenzhenjobs ↗](#)
19. Office manager jobs in dubai uae 2023 | jobs global group [Jobs Dubai ↗](#)
20. AMP Version of Office manager jobs in dubai uae 2023 | jobs global group [↗](#)
21. Office manager jobs in dubai uae 2023 | jobs global group [Dubai Jobs ↗](#)
22. Office manager jobs in dubai uae 2023 | jobs global group [Jobs Dubai ↗](#)
23. Office manager jobs in dubai uae 2023 | jobs global group [Job Search ↗](#)
24. Office manager jobs in dubai uae 2023 | jobs global group [Search ↗](#)
25. Office manager jobs in dubai uae 2023 | jobs global group [Find Jobs ↗](#)

Source: <https://ae.expertini.com/jobs/job/office-manager-jobs-in-dubai-uae-2023-jobs-global-dubai-jobs-global-group-1968-27343/>

Generated on: 2024-04-29 by [Expertini.Com](#)