

Office Manager Jobs In Dubai UAE 2023 | Jobs Global Group

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Category: other-general

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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.

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