

Office Manager - Mehan Limited (Powered By Qureos)

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Company: Qureos Inc

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Title: Office Manager (UAE National)

Client is based in Abu Dhabi

Position Overview:

As the Office Manager, you will play a crucial role in ensuring the smooth and efficient operation of our office. We are looking for a highly organized and detail-oriented individual to oversee the day-to-day administrative tasks, organizational, and logistical service to the Vice President of Human Resources, Senior Vice President of Operations and when necessary, their direct reports; assisting them to manage and prioritize their time efficiently and effectively. The ideal candidate will have excellent communication skills, a strong sense of responsibility, and the ability to manage multiple tasks with ease.

Key Responsibilities:

- Manage the daily operations of the office including scheduling appointments, coordinating meetings, and maintaining office supplies

- Oversee the reception area and greet visitors in a professional and friendly manner
- Act as the point of contact for all internal and external communications, including emails, phone calls, and mail
- Maintain and update employee records, including contact information and leave requests
- Assist with recruitment and onboarding processes for new employees
- Manage office budgets and expenses, and negotiate with vendors to ensure cost-effective solutions
- Create and maintain a filing system for important documents and ensure all records are up to date
- Coordinate travel arrangements and accommodations for staff when necessary
- Plan and organize company events, meetings, and conferences
- Provide administrative support to senior management as needed

Qualifications:

- Bachelor's degree in Business Administration or relevant field
- Proven experience as an Office Manager or similar role
- Excellent organizational and time-management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office and other office management software
- Ability to multitask and prioritize tasks effectively
- Attention to detail and problem-solving skills
- Knowledge of basic accounting principles and budget management
- Proactive and self-motivated with a positive attitude

We offer a competitive salary, benefits package, and a dynamic work environment with opportunities for growth and development.

Note: Only shortlisted candidates will be contacted for an interview.

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