

# United Arab Emirates Jobs Expertini®

## Office Manager - Mehan Limited Powered By Qureos

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Company: Qureos Inc

Location: united arab emirates

Category: other-general

**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:** Bachelors 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 problemsolving skills Knowledge of basic accounting principles and budget management Proactive and selfmotivated with a positive attitudeWe 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.

#J-18808-Ljbffr

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