

# United Arab Emirates Jobs Expertini®

## Office Secretary

[Apply Now](#)

Company: Savills Middle East

Location: Dubai

Category: healthcare-practitioners-and-technical

Contract type 1

Permanent

Full time / part time 1

Full time

Department 1

Office Support

Location 1

Dubai, UAE

Role / Team Overview 1

## The Role

Savills is opening a new office in Media City to accommodate our expanding Residential

Agency division. We are looking for an Office Secretary who will be responsible for the smooth running of the office premises and carrying out of the administrative functions of the company. This is a wide-ranging and responsible role requiring strong administrative, IT, organisational and communication skills and a 'can-do' attitude.

## **Key Responsibilities**

Provides professional 'front-of-house' response to all telephone and in-person enquiries from visitors.

Manages all correspondence including dealing with email and distributing incoming mail to the appropriate individuals ensures these have been followed-up.

Maintains bookings of all meeting rooms and ensures these remain tidy and presentable at all times.

Coordinates equipment requirements for meeting rooms as required/requested.

Maintains and updates the annual office building parking log by coordinating with Arenco Tower management and employees, ensuring all parking requirements are met. Also ensuring visitors receive guest parking access.

Prepares couriers as and when required for all office staff and tracking the packages as necessary.

Coordinate business related travel bookings for staff by liaising with the travel agent including flights, hotel, visas and any other travel requirement if necessary.

Track and maintain supply of all office stationery and pantry items and places orders with suppliers accordingly.

Provides support to the heads of Department as and when needed, Directors and other office bearers when required.

Is the point person for all office related maintenance or facilities issues.

Keeps a record of employee birthdays/farewells/birth of new-borns and other major

life events and assists HR/line managers with special orders.

Provides assistance for board meetings/office events, ensuring catering/refreshments are available.

Proactively organise employee engagement activities and events, in conjunction with the EA/HR.

Manages contracts and price negotiations with office vendors, service providers and identifies opportunities to find financial efficiencies where possible.

Support HR department with new joiners – sending introductory email to staff, booking hotel/flight if necessary, organising their desk space and coordinating with the photographer to get their staff picture taken.

Conduct regular storeroom checks and coordinate with various teams to discard/shred old documents and ensure rooms are kept organised and neat.

Ensure all office equipment such as chairs, TVs, pantry items are in working condition and arrange for repairs when needed or place order for new equipment.

Coordinate with IT and HR on keeping up to date log in for office main door access codes.

Ensures the office is clean, well-organised and provides a safe working environment for employees and clients/visitors. Ensure fulfilment of health and safety legislation and appropriate signage.

Produce and edit documents using Power Point or word. Must have keen eye for graphics and be able to confidently think for self when creating an attractive document.

Maintains petty cash for daily office requirements in accordance with Finance department and pays suppliers accordingly.

Provide training to other admins who will cover the reception desk if and when on annual leave/sick leave etc.

Take over certain responsibilities of office assistant when they are on leave.

Assist with ad-hoc projects and tasks, as and when required, for the residential

agency division.

## **Skills, Knowledge And Experience**

Fluent English language speaker – written and spoken. Native English speakers are preferred

Minimum 3 years' relevant office experience / general office administration

Highly computer literate in all Microsoft office application (Word, PowerPoint, Outlook, Excel). Able to evaluate the IT needs of the office and communicate with Savills IT central team

Strong communication and customer service skills

Presentable and confident demeanour

Experience of managing and maintaining database systems and record keeping systems

Experience with bid / proposal / presentation production and editing advantageous

Preferably experience of managing external contracts/ liaising with suppliers

Sound experience of organising corporate events (e.g. sourcing and booking of venues)

## **Skills, Knowledge And Experience**

Fluent English language speaker – written and spoken. Native English speakers are preferred

Minimum 3 years' relevant office experience / general office administration

Highly computer literate in all Microsoft office application (Word, PowerPoint, Outlook, Excel). Able to evaluate the IT needs of the office and communicate with Savills IT central team

Strong communication and customer service skills

Presentable and confident demeanour

Experience of managing and maintaining database systems and record keeping systems

Experience with bid / proposal / presentation production and editing advantageous

Preferably experience of managing external contracts/ liaising with suppliers

Sound experience of organising corporate events (e.g. sourcing and booking of venues)

[Apply Now](#)

#### Cross References and Citations:

1. [Office Secretary Ukjobscareer Jobs Dubai Ukjobscareer ↗](#)
2. [Office Secretary Physiotherapistjobs Jobs Dubai Physiotherapistjobs ↗](#)
3. [Office Secretary Veteranjobs Jobs Dubai Veteranjobs ↗](#)
4. [Office Secretary Ukjobscentral Jobs Dubai Ukjobscentral ↗](#)
5. [Office Secretary Mexicojobs Jobs Dubai Mexicojobs ↗](#)
6. [Office Secretary Automobilejobs Jobs Dubai Automobilejobs ↗](#)
7. [Office Secretary Braziljobs Jobs Dubai Braziljobs ↗](#)
8. [Office Secretary Canadajobscareer Jobs Dubai Canadajobscareer ↗](#)
9. [Office Secretary Digitaljobsnearme Jobs Dubai Digitaljobsnearme ↗](#)
10. [Office SecretaryTeacherjobsnearme Jobs Dubai Teacherjobsnearme ↗](#)
11. [Office SecretarySearchnzjobs Jobs Dubai Searchnzjobs ↗](#)
12. [Office SecretaryAustinjobsJobs Dubai Austinjobs↗](#)
13. [Office SecretaryBouncerjobsJobs Dubai Bouncerjobs↗](#)
14. [Office SecretarySeasonaljobs Jobs Dubai Seasonaljobs ↗](#)
15. [Office SecretaryFresherjobs Jobs Dubai Fresherjobs ↗](#)
16. [Office SecretaryHungaryjobsJobs Dubai Hungaryjobs↗](#)
17. [Office SecretaryFindengineeringjobs Jobs Dubai Findengineeringjobs ↗](#)

18. **Office SecretaryCosmeticsjobsJobs Dubai Cosmeticsjobs** ↗

19. **Office secretary Jobs Dubai** ↗

20. **AMP Version of Office secretary** ↗

21. **Office secretary Dubai Jobs** ↗

22. **Office secretary JobsDubai** ↗

23. **Office secretary Job Search** ↗

24. **Office secretary Search** ↗

25. **Office secretary Find Jobs** ↗

Source:<https://ae.expertini.com/jobs/job/office-secretary-dubai-savills-middle-east-62a5d86fc6/>

Generated on: 2024-05-01 by [Expertini.Com](https://ae.expertini.com/)