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Operation Executive Jobs In Sharjah | Business Setup Worldwide Services FZE

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Location: sharjah

Category: other-general

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Considering our growing sales, we are hiring operations executive to carry out operations responsibilities as part of after sales process. The responsibilities of the operations executive include guiding and assisting clients in processing the company documents, adherence to any required due diligence and working with advisors to meet all the requirements.

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Responsibilities

Bachelor's Degree in operations, law, business administration or any related fields

Good English language verbal and written skills

Strong Communication skills

Comfortable to work with minimum guidance, be proactive and uncertainty

Proficiency in word, excel and PowerPoint

Good time management and planning skills

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