

Operational Dynamo | Admin Manager

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Operational Dynamo | Admin Manager | Careers at myqubator™ You Drive Success Go Ahead, Qualify Operational Dynamo | Admin Manager Efficiency Enabler: Empowering seamless operations. Apply now cITYDubai, UAE Category Administrative Job Level Mid-Level Employment Type Full time Job description As the Operational Dynamo at myqubator, you will play a vital role in managing the day-to-day operations of the incubator, ensuring its smooth functioning, and fostering a collaborative and supportive environment for the startups. Your primary responsibility will be to oversee administrative tasks and provide essential support to the entire incubator team. You will be an integral part of the management team, contributing to the overall success of the incubator. In this multifaceted role, you will serve as the go-to person for all administrative needs within the incubator. Your key responsibilities include servicing all the startups, addressing switchboard inquiries, and handling various administrative issues. You will take charge of third-party service coordination, ensuring seamless communication and coordination with external service providers. Keeping the offices at peak performance and promptly addressing minor glitches will be paramount to maintaining a conducive work environment for the startups. Additionally, you will be responsible for efficiently managing the incubator's petty cash, maintaining accurate records, and ensuring proper disbursements. Your stability, high level of organization, and exceptional efficiency will be instrumental in keeping the incubator's administrative processes running smoothly and contributing to the cohesive work environment that fosters growth and innovation. Job responsibilities 1. Administrative Oversight: Manage and execute administrative tasks, including office management, budget

tracking, procurement, and facilities maintenance, to ensure the incubator operates efficiently.2. Support for Incubates: Provide personalized assistance and support to startups within the incubator, addressing their administrative needs, coordinating resources, and facilitating smooth interactions between teams.3. Team Collaboration: Collaborate with the management team and other key stakeholders to foster a cohesive and collaborative working environment, promoting the spirit of one team and co-working.4. Knowledge Transfer: Facilitate knowledge sharing and transfer of information among the startups, helping them leverage each other's expertise and experiences for mutual growth.5. Training and Mentoring: Train and mentor junior administrative staff to enhance their skills and ensure a high standard of support services within the incubator.6. Cross-Cultural Engagement: Effectively work with a diverse range of cultures represented by the incubator's startup community, promoting inclusivity and mutual understanding.

Job requirements

1. Education: Bachelor's degree in Business Administration, Management, or a related field.
2. Experience: Proven experience in administrative management or operations, preferably in a startup environment or business incubator.
3. Emotional Intelligence: High EQ and interpersonal skills to effectively interact with various stakeholders, empathize with incubates, and navigate challenging situations.
4. Multitasking and Pressure Handling: Ability to manage multiple tasks, prioritize effectively, and work well under pressure to meet deadlines.
5. Collaborative Approach: Demonstrated willingness to work alongside others, fostering a team-oriented atmosphere without dominating discussions.
6. Industry Experience: Previous exposure to multiple industries, especially in a startup or entrepreneurial context, will be advantageous.
7. Communication Skills: Excellent verbal and written communication skills, with the ability to convey information clearly and concisely.

As the Operational Dynamo, you will exemplify the myqubator culture by promoting a spirit of one team, co-working, and peer-to-peer knowledge sharing within the incubator community. Your dedication to excellence and commitment to supporting the startups will play a pivotal role in the success of myqubator as a thriving entrepreneurial ecosystem. Apply now

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