

# United Arab Emirates Jobs Expertini®

## Organizational Development Manager

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Company: Adecco Middle East

Location: dubai

Category: other-general

The job posting is outdated and position may be filled Responsibility:•Adecco Middle East is currently looking to hire a Front Office Coordinator for maternity cover of 3 months. Duties:• Devising/ maintaining office systems including data management of all incoming calls and queries• Following by end of business day on all open and unattended to requests, escalating when required• Screening phonecalls to connect with the relevant colleagues• Managing the Front Desk , receiving walk-ins and other guests• Handle purchasing of stationery, cleaning material, utilities and IT supplies. • Supports the smooth operation of office, pantry ensuring stocks are replenished regularly. • Liaising with couriers, dispatch teams and control the post in and out Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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