

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The job posting is outdated and position may be filled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

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