

# United Arab Emirates Jobs Expertini®

## Program Administrator Jobs in Dubai, United Arab Emirates

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**Job Description:** We are seeking a highly organized and detail-oriented Program Administrator with at least 2 years of experience to join our team at SHAFONS Recruitment Services in Dubai. The ideal candidate will be responsible for coordinating and managing various programs within the organization, ensuring smooth operations and effective delivery of services.

**Responsibilities:-** Manage and coordinate programs within the organization- Communicate with clients to understand their needs and provide appropriate solutions- Handle administrative tasks such as scheduling, record-keeping, and reporting- Assist in recruitment activities such as candidate screening and interviewing- Collaborate with team members to ensure timely and efficient program delivery

**Job Specification** Original jobs : <https://ae.mustakbil.com/jobs/job/1413790>

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