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Project Administrator | Sensia Global Abu Dhabi

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Company: Sensia Global

Location: abu dhabi

Category: other-general

Project Administrator | Sensia Global Abu Dhabi

We bring together the best of the best: the pioneering process automation, real-time control and IoT technologies of Rockwell Automation, combined with the unmatched measurement and instrument, software and analytics capabilities of Schlumberger.

As a Project Administrator, you will play a vital role in providing specialized administrative support to executive, administrative, and managerial teams. Your responsibilities include overseeing projects from order receipt to closure, performing project booking and performance analysis in ERP, and assisting the Project Manager and management team in project cost allocation and control.

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Previous experience in an administration role preferable

Good knowledge of the Microsoft Office package

Proactive attitude, availability and flexibility

Demonstrates punctuality, precision, and problem-solving skills.

Strong communication skills in English, both written and verbal.

Enjoys direct or telephone contact with people and conveys a genuine interest, passion, and desire to contribute to the company's success.

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