

United Arab Emirates Jobs Expertini®

Receiving Clerk

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Company: Hyatt Regency

Location: Dubai

Category: healthcare-practitioners-and-technical

Organization- Hyatt Regency Dubai

Summary

You will be responsible to provide an excellent and consistent level of administrative support to your customers. The receiving Clerk is responsible to assist in the smooth operation and efficient running of the receiving department while meeting department's objectives

Qualifications

Basic knowledge in Purchasing/Receiving/Store management, Account preferable /

Basic computer skills particularly in the use of MS Office

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