

Receptionist

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Company: House of Shipping

Location: Dubai

Category: healthcare-practitioners-and-technical

Role - Receptionist.

Main tasks and responsibilities

Office and Reception desk management

Organize office operations and procedures and support with office maintenance, mailing, shipping, arranging stationery supplies, IT equipment (printer/laptop etc), filing bills and follow up on payments (du, dewa, rent, etc.), running pantry errands.

Coordinate with the IT department on all office equipment requirements.

Design and implement filing systems.

Ensure security, integrity and confidentiality of data.

Maintain a safe and secure working environment.

Organize and schedule meetings and appointments.

Provide general support to visitors – Visitors to the company must be taken care of, ensuring their comfort before, during, and after scheduled meetings.

Manage executives' schedules, calendars and appointments, bookings.

HR and Admin Coordination

Responsible for supporting new joiners on day one in office with access card, biometric

attendance, sim card, business card, etc.

Participate actively in the planning and execution of company events.

Coordinate office staff activities to ensure maximum efficiency – like birthdays, theme parties, lunch orders etc!

Provide HR support and advice to employees and reporting managers, explaining policies and procedures in a timely and effective manner, with regards to leaves, medical insurance, leave travel allowance, ticket bookings, hotel bookings, visa support, etc.

Enter data into the HR system so that accurate records are maintained.

Manage the absence recording system, request medical certificates where necessary, etc.

Maintain the employee master database.

Manage the leaver/ employee exit administration process i.e. collection of access card, parking card, sim card, laptop, etc. and accordingly cancel SIM card contracts, access cards, etc.

Assist the HR & Admin department with the development and maintenance of HR & Admin policies and procedures.

Background Experience

Graduate and above.

3 to 5 years' experience in office management as a Receptionist, HR Administrator, Admin executive

Proficient in MS office.

Please note that due to our diversion and inclusion policy we would be accepting Non-Asian candidates for the role.

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Cross References and Citations:

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