

Receptionist

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Company: Imdad

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Job Summary:

Responsible for the day-to-day general administration of Imdad Head office, handling the front-desk and client requests, assisting the management and supporting Imdad team members.

Job Responsibilities:

Act as the main point of contact for visitors and callers

Redirecting incoming calls to the right department

Handle courier related requests

Provide general administrative support to the management and team members

Undertake general administrative duties including general word processing, filing, copying, and faxing

Deal with incoming and outgoing mail and general emails

Ordering of equipment, materials, and office supplies

Undertake and assist in the recording and processing of invoices, receipts, and payments as required and instructed

Prepare POs and contracts for suppliers as advised

Arrange meetings relating to the core operation of the company

Ensure the smooth running of the organization on a day-to-day basis and as required

Provide administrative support for matters relating to the premises and operations including maintenance contracts, company car renewal, expenses claims, security, alarms, and transport

Ensure the tidiness of the office and meeting rooms at all times

Skills

Minimum Requirements:

Bachelor's degree or diploma / Associate degree in Secretarial Specialized Studies.

Minimum 2 years of experience in Administration, Reception, or other related fields

Effective time management, organization, and multi-tasking skills

Excellent interpersonal skills

Strong verbal & written communication skills

Team player with the ability to perform well under pressure

Proficient in Microsoft Word, Excel, Outlook, and PowerPoint

Education

Secretarial Specialized Studies

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