

Resourcing Office Administrator

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Company: Focus Management Consultants Limited (FMCL)

Location: dubai

Category: other-general

Resourcing Office Administrator Jobs in Dubai, UAE by Focus Management Consultants Limited (FMCL) | ArabJobs.com Resourcing Office Administrator Focus Management Consultants Limited (FMCL) - Dubai, UAE Posted In 28/11/2013 Apply For Job Applicants 41 Views 5591

Job Description We have a vacancy for an excellent Resourcing Office Administrator to join our team in a dynamic, busy market leading international Recruitment & HR consultancy branch based in Dubai, UAE. We have been established for over 23 years recruiting into the food manufacturing, retail and foodservice industry for clients across the Middle East, Europe, Africa and Australasia. The role will be responsible for supporting several Consultants and Directors, as their PA. The workload is varied, fast paced and interesting, with many projects to manage at once. The role will include the use of Excel, Word, Email and Internet and applicants should have experience in using these packages. The role will also require use of our internal database, and on the job training will be provided for all aspects of the role. You will be required to effectively and efficiently attend to all administrative duties as required by the Focus International Office at all stages of the process with tasks including:

- Answering the telephone, meeting and greeting visitors
- Formatting CVs and accurately updating the database
- Organising interviews for clients and consultants
- Managing and supporting consultants with specific responsibility for their work, including diary management
- Sourcing new candidates and updating existing candidate records on our IT system through the proactive search of external websites and other channels.

Job Category Administration & Secretarial
Job Requirements Experience Any Career Level Senior
Job Type Full Time
Vacancies 3 Open Positions
Salary Negotiable
Gender Any
Degree Level Any
Faculty / Institute

Any Major Any Age Any NationalityAny Residence Location Any Languages Any Own a CarAny Have Driving LicenseAnyJob SkillsYou will be highly organised with the ability to prioritise a heavy workload, be confident and articulate with good communication skills, have a high level of literacy and real attention to detail to ensure database accuracy. You should be a motivated individual with a good capacity to learn new skills so that you can develop and grow with the company. Interviews will be held w/c 7th December so send your CV in now to avoid missing out! About The CompanyFocus Management Consultants Ltd (FMCL) commands a premier position in the Food and Drink recruitment industry. Working in long term partnership with many leading manufacturers, retailers and foodservice organisations, it has developed a strong credibility in its sector for high performance standards and results delivery. Established in 1990 in the recruitment sector, it is comprised of seven specialist divisions each offering a bespoke, confidential and targeted response to client needs, and offers candidates a route through to the leading employers in their chosen industry. FMCL is a founding member of the International Food Recruitment Alliance, with International food recruitment partners in Denmark, France, Germany, Holland, Poland and Spain. Company Industry Recruitment Agencies Apply For Job Or share with friends Share this job to: Similar Jobs

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