

United Arab Emirates Jobs Expertini®

Sales Executive UAE National Healthcare · Dubai, Abu Dhabi

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Company: Gulf Marketing Group (GMG Group)

Location: , , United Arab Emirates

Category: sales-and-related

About GMG:GMG is a global well-being company retailing, distributing and manufacturing a portfolio of leading international and home-grown brands across sport, food and health sectors. Its vision is to inspire people to win in ways that make the world better. Today, GMG's investments span across four key verticals: GMG Sports, GMG Food, GMG Health, and GMG Consumer Goods. Under the ownership and management of the Baker family, it has become a leading global company, affiliated with the world's most successful and respected brands in the well-being sector. Working across the Middle East, North Africa, and Asia, GMG has introduced more than 120 brands into its markets.About the Role:

Review and maintain written and computer files, plus conduct data entry Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties Research and collect information Assist with all budget activities, including accounting Help implement new programs, procedures, methods, and systems Conduct fiscal reviews, surveys, and collect information on administrative matters Responsible for preparation of confidential documents and reports Maintain meeting minutes Coordinate and schedule meetings and conferences Coordinate operations, including purchasing, equipment, property inventory, building, equipment, and disposal Maintain complete stock of all office supplies and accuracy of inventory Connect with procurement & HO Admin team for stationaries & consumables requirement for WH operations. About the requirementsHigh school diploma is usually required. An associate's degree from an accredited college or university is usually preferred, additional qualification as an Administrative assistant or Secretary will be a plus

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