

# United Arab Emirates Jobs Expertini®

## Secretary (Documentation)

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Company: Yango

Location: Dubai

Category: healthcare-practitioners-and-technical

### **About us:**

Leading international tech company that offers cutting-edge mobility and delivery services as a digital platform across more than 20 countries spanning Africa, Latin America, Europe, and the Middle East. At Yango, we constantly strive to attract and retain top-tier professionals who are passionate about shaping the future of transportation and logistics.

### **Responsibilities:**

- Processing incoming and outgoing correspondence of the client:
- Sorting and registration in internal systems;
- Registration and transfer of correspondence to courier and postal services, including mass mailings;
- Searching, tracking, and controlling of receipt/delivery of incoming and outgoing documentation;
- Searching for incoming and outgoing documentation at the request of the client's employees;
- Trace processing.
- Working in the tracker in accordance with the client's internal regulations on requests;
- Updating information on work processes on the client's internal resource;
- Registration of passes for employees and/or guests of the client;
- Ordering, receiving, and distributing stationery and business cards;
- Meeting and routing the client's employees and guests, as well as accompanying them to the required meeting room;
- Giving out gifts, badges, umbrellas, powerbanks, etc.;

-Working with the supplier on document flow;

-Assisting employees on various issues.

## Why Yango

International Exposure: Gain valuable international frontier experience that expands your professional horizons.

Collaborative Team: Join a team of like-minded professionals who share your passion and drive.

Impactful Contributions: Make a meaningful impact by contributing to the improvement of cities' infrastructure.

*\*The terms of cooperation with companies of the Yango group or its partners may vary from those indicated on the website; please check with the recruiter for details.*

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