

United Arab Emirates Jobs Expertini®

Secretary (Sales coordinator)

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Company: akhwan electro mechanicals

Location: Ajman

Category: healthcare-practitioners-and-technical

We take a opportunity of introducing ourselves as a integrated, experienced and a well professional electromechanical works. We specialize in the entire electro mechanical works of all types of project, viz. Hospitals, Hotels, Shopping Malls, Residential Complexes and Private Commercial/ Buildings, Villas and Factories. We as AKHWAN Electro-mechanical Works & Contracting are specialized in the contracting works and services related to the above mentioned facilities carrying out HVAC(All type of Duct fabrications, Chillers, Chilled water piping, Copper piping, Cladding, Heat exchanger & pump room installation, Designing and estimation) Fire Fighting Systems(Maintenance), Overhauling with a proven track records of excellent workmanships and a dedicated customer satisfaction.

The Role

You will be responsible for :

Preparing quotations, invoices and duos

Emailing correspondence

Quick learner

Willing to relocate to UAQ

Basic knowledge of computer and microsoft word, excel

Ideal Profile

You have at least 1 year experience within a Admin Assistant or Company Secretary role, ideally within the Real Estate industry.

You have working knowledge of excel, word and quick learner

What's on Offer?

Fantastic work culture

Leadership Role

A role that offers a breadth of learning opportunities

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