

United Arab Emirates Jobs Expertini®

Secretary (Sales coordinator)

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Company: Snaphunt

Location: Ajman

Category: healthcare-practitioners-and-technical

The Offer

Fantastic work culture

Leadership Role

A role that offers a breadth of learning opportunities

The Job

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

The 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

The Employer

Our client took an opportunity of introducing ourselves as a integrated, experienced and a well professional electromechanical works. Our client 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.

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