

## Senior Administrator – Transactional Shared Services Jobs in Dubai

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Company: Transguard Group

Location: , Dubai, United Arab Emirates

Category: other-general

Senior Administrator – Transactional Shared Services Jobs in Dubai

**Description:**

The individual will be required to support the overall objectives and tactics implemented at both a group and business unit level, ensuring each business unit has a solution that meets their individual requirements but balances group efficiencies.

**Job Responsibilities:**

The individual will be responsible to positively contribute to a collaborative and supportive Employment Visa Processing, Government Medical Registration, Emirates ID Registration, Residency Visa

Processing and Visa Cancellation functions. They will be responsible for building and maintaining trusted relationships with all levels of employees, ensuring the service they provide fully supports the business needs, ensuring they provide a proactive customer service focused, first class Transactional Shared Services delivery.

Measuring and validating of metrics that are applied by the business to assess and drive productivity optimization.

Recommend innovative methods that aid in the achievement of measurable improvements in metric results, and which avail actionable people management solutions and strategies.

**Job Requirements:**

**Must speak fluent Arabic.**

**Must have experience and knowledge with MOHRE visa process.**

#J-18808-Ljbffr

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