

# United Arab Emirates Jobs Expertini®

## Telesales Officer Jobs In Dubai UAE 2023 | Thales

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Company: Thales

Location: dubai

Category: other-general

### Telesales Officer Jobs In Dubai UAE 2023 | Thales

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Description:

We are looking for an Telesales Officer to join our team and support our daily office procedures/.

ResponsibilitiesManage office supplies stock and place orders

Prepare regular reports on expenses and office budgets

Maintain and update company databases

Organize a filing system for important and confidential company documents

Answer queries by employees and clients

Update office policies as neededRequirementsProven work experience as an Administrative Officer, Administrator or similar role

Solid knowledge of office procedures

Experience with office management software like MS Office (MS Excel and MS Word, specifically)

Strong organization skills with a problem-solving attitude

Excellent written and verbal communication skills

Attention to detail#J-18808-Ljbffr

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