

TEMP Administration Coordinator

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Company: Mackenzie Jones

Location: Dubai

Category: other-general

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Job Description The Company My client is the world's leading education services company. They focus on three key issues of social and economic importance: Raising literacy levels around the world; making a measurable difference to learning outcomes for students, educators, and education systems; and helping individuals to progress and countries to boost workplace skills as well as help inform business decision-making. By applying their vast education and research, investing in to innovative technologies and promoting collaboration throughout the educational ecosystem, my client continually strives to make a difference every day.
The Role My client requires an Administration Coordinator for their office in Dubai. This is a temporary role, with the prospect of going permanent for the right candidate. The role will be to provide administrative and logistical support to the leadership project and other projects within the professional development team. Other key tasks will also involve;

- Liaising with clients on a daily basis and organising courier arrangements and deliveries
- Implementing and maintaining effective filing for document library and archives
- Drafting reports and formatting documents
- Translating and typing documents and emails correspondence, Arabic – English
- Providing assistant to colleagues for administrative duties, such as arranging travel, visa bookings and coordinating with customers
- Booking appointments, meeting rooms, conferences and arranging lunches if needed
- Typing up minutes of meetings
- Assisting with any administrative duties that support the effective operation of the Professional Development

Unit Job Category Administration & Secretarial Job Requirements Experience Min: 2 Years
Max: 3 Years Career Level Senior Job Type Full Time Vacancies 2 Open Positions Salary
Negotiable Gender Any Degree Level Bachelor's degree Faculty / Institute Any Major Business
Administration Age Any Nationality Any Residence Location Any Languages English - Very
Good Own a Car Any Have Driving License Any Job Skills My client is seeking a professional
candidate demonstrative of at least 2-3 years previous administrative work experience.
Candidates must be degree educated and able to communicate fluently in English and Arabic, both
written and spoken. Ideal candidates will possess exceptional interpersonal skills, being
able work well with others. Candidates should be able to demonstrate an excellent accuracy to
their work and be able to prioritize workloads. The role requires candidates to possess a
strong skillset when using all MS Office applications. Good analytical and problem solving
skills will also be advantageous. As this role is initially a temporary position, candidates must
have their own sponsored visa. About The Company Mackenzie Jones Middle East has
decades of HR, Marketing, Finance & Accounting, Sales, Secretarial & Business Support,
Management Consulting and Engineering recruitment expertise. Along with a deep
understanding of key market sectors and regions, we never forget to treat clients, companies
and candidates as individuals who have unique needs. So we always listen, constantly learn,
occasionally challenge and frequently advise. It's all part of a service renowned for its courtesy,
consideration and dedication. Based in Dubai since 2006, our office covers the GCC and
Levant countries and with the right regional expertise, we are the leading
specialists. We're growing rapidly because people appreciate our honesty, commitment and
results. Areas of specialties we recruit for are: Human Resources, Finance & Accounting,
Marketing, Sales, Secretarial & Business Support, Executive Search, Banking & Financial
Services, Management Consulting and Engineering. Company Industry Recruitment
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