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Typing supervisor | Al Yalayis Government Transactions Center Dubai

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Company: Al Yalayis Government Transactions Center

Location: dubai

Category: other-general

Typing supervisor | Al Yalayis Government Transactions Center Dubai

The facility center is largest in Dubai to provide all Dubai government department's services under one roof with state of the art infrastructure to offer superior customer service experience. As a typing supervisor, your main responsibilities would include overseeing a team of typists, ensuring accuracy and efficiency in their work, and implementing any necessary training or coaching to improve their typing skills.

Must have knowledge of immigration, labor, MOHRE , Medical and emirates ID work.

Responsibilities may include accurately and efficiently typing application forms, visas, residency permits, labor contracts, and Emirates ID applications.

Typists in these departments must stay updated on relevant regulations and procedures to ensure compliance with government requirements.

Attention to detail and proficiency in typing and data entry are key skills required for this role.

Must have 3 to 4 years experience in government transaction center.

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Qualifications

Strong leadership and supervisory skills

Ability to plan, prioritize and manage multiple tasks effectively

Attention to detail and high level of accuracy

Excellent typing and computer skills

Ability to work effectively in a team environment

Fluency in English and Arabic

Previous experience as a typing supervisor or a similar role is preferred

Bachelor's degree in a related field is a plus

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