

UAE National - Admin Manager

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Company: Michael Page

Location: United Arab Emirates

Category: other-general

The Role

Serve as an administration manager for an infrastructure firm in Abu Dhabi, focusing on policy creation, coordinating special projects, liaising with internal and external stakeholders and managing any ad-hoc responsibilities at the discretion of senior leadership. Client Details A top-tier entity in Abu Dhabi focused on upstream infrastructure initiatives within the region.

Description * Develop and implement policies, procedures, and systems to streamline operations and enhance organisational efficiency. * Facilitate effective communication between various departments, ensuring information flows smoothly. * Act as a liaison between the Executive Committee and company departments, providing updates, reports, presentations, and recommendations as needed. * Coordinate and manage special projects, ensure deadlines are met, resources are utilised efficiently, and project objectives align with organisational goals. * Negotiate and manage contracts with external vendors, ensuring cost-effectiveness and high-quality service delivery for outsourced functions and supplies. *

Provide high-level administrative support to the Executive Committee, including managing schedules, coordinating travel arrangements, handling correspondence, and ensuring timely completion of tasks. * Address and resolve operational challenges, conflicts and issues that arise within the administrative function, demonstrating strong problem-solving skills and sound decision-making abilities. Job Offer * Opportunity to work within directly with senior leadership on high-impact engagements * Exposure to multinational environment

Requirements

* UAE National with Family Book (REQUIRED) * Minimum of 6 years of proven experience as an executive assistant, providing executive support to the C-suite or providing governance and administrative support to a well-established PMO * Hands-on experience in being organised and simultaneously managing multiple priorities in areas of stake-holder management, office management, travel arrangements and administrative coordination * Previous experience in manufacturing/energy industry would be an added advantage but is not necessary

About the company

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