

## Warehouse Office Administrator Jobs In Dubai | DP World

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Company: DP World

Location: dubai

Category: other-general

Warehouse Office Administrator Jobs In Dubai | DP World

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The job holder will be responsible for all companies' general administrative tasks supporting the Department Coordinator, Staff & Equipment Planning and Procurement Officer. Also, the job holder will be responsible to timely execute the operational reporting tasks, collecting and administering the various operational flows of data in order to share them across the various intra company stakeholders.

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Responsibilities: Reporting: Capturing all data from the various logistics operations in order to process and validate this data and provide weekly and monthly quality reports

Supporting the Department Coordinator with all daily tasks, such as but not limited to Procurement tasks, Staff Administrative tasks, Manpower Planning tasks and Operational Administrative Tasks

Back up tasks and services in case of any absences from Procurement and Coordinator Executives

Checking orders, bills, items received, inventory, and deliveries for its accuracy and keep tight control of these various records in the system. Apply Also: Asst Techn Airfield Civil Work

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Requirement Great written and verbal communicational skills

Strong Communicational skills

Strong Customer Service and Time Management skills

Strong Administrative and Organizational Skills

Comfortable in a fast-paced or high-pressure environment.

Familiar with ERP systems such as ORACLE, SAP, or Microsoft Dynamics.

PC literate- able to use Microsoft Office – essential for reporting

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