

United Arab Emirates Jobs Expertini®

Workplace Operations Associate

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Company: Insight Global

Location: dubai

Category: other-general

This position will manage the front desk. They will be seated at the front desk but will assist with projects throughout the office as needed on a Monday-Friday schedule. Check in/vet visitors and vendors on daily basis. Issue temp badges to employees, visitors, and contractors based on the current Tesla Security policies. Ensure that Tesla safety protocols are being met and aligned with EHS. Manage vehicle charging policy and calendar. Check physical mail twice a week and proceed reflecting current logistics policies.

#J-18808-Ljbffr

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