

Office Manager (m/f)

Referencenumber: 2017-2704
Field of work: Administration / Office Management
Location: Dubai, United Arab Emirates

Company description

Our German client is a manufacturer of premium interior products.

About Departer – The German Headhunter:

As an internationally oriented German HR consultancy for the recruitment of multinational professionals, Departer possesses a long-standing expertise in the core markets Germany, Middle East and Australia. Through our regionally established offices in Dubai, Sydney and Bremen, we are valued as a reliable recruitment partner by numerous companies.

Job description

Your duties and responsibilities will include:

- Organize office operations and procedures
- Handle correspondence via telephone and mail
- Review and approve supply requisitions
- Keep management informed by reviewing and analyzing special reports
- Arrange appointments, travels, visas and accommodation and provide general assistance during presentations
- Ensure maximum efficiency by supporting the sale team with various administrative tasks (quotations, orders, logistics etc.)
- Perform basic bookkeeping activities and update the accounting system, monitor office expenditures and supply
- Handling of all office contracts (rent, service etc.)
- Assist in client relationship management and manage databases
- Liaising with staff, suppliers and clients
- Preparing letters, presentations and reports

Job specification

To be successful in this role you should have the following skills and experiences:

- Organize office operations and procedures
- Handle correspondence via telephone and mail
- Review and approve supply requisitions
- Keep management informed by reviewing and analyzing special reports
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- Ensure maximum efficiency by supporting the sale team with various administrative tasks (quotations, orders, logistics etc.)
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Contact

If you have any questions regarding the job offer, please do not hesitate to contact **Yasha Grigoleit**. You can reach him by e-mail via yasha.grigoleit@departer.com or by phone via **+971 4 399 5507**.

If the role arouses your interest, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential.

Please send us your application documents via e-mail or apply for this position on our website www.departer.com, where you can register your profile in our career portal under the tab “vacancies”.