

Admin

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Company: Indianinkuwait

Location: Kuwait City

Category: other-general

Solves problems associated with vendors regarding shipments, billing, and statements.

Monitors expenditures, processes payment requests for reimbursement; prepares purchase orders, purchase requisitions and ensures proper procedures for paying service providers, consultants, and contractors.

Receives and audits invoices for accuracy and compliance and ensures prompt payment of departmental bills.

Handles administrative tasks for faculty searches and staff recruiting.

Oversees department hiring procedures.

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