

Administration Executive

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Company: JIC It Solutions

Location: Kuwait City

Category: other-general

Executing Oracle requirements for Legal Department including but not limited to annual and rejoin reports, sick leaves, encashments and similar. Maintaining stock control of stationery and other IT requirements for Legal Dept; Following up and maintaining soft filing for Legal Department correspondence in relevant repository (Legal Dept.) Assign Correspondence Reference Indexing for all outgoing correspondence and archiving copies under relevant repository X: Drive Receiving product receipts having Executive Office stamp on each and emailing the same to designated managers Uploading receipt copies into relevant X Drive and insert connecting hyperlink and receiving Product Declarations, having Executive Office stamp on each and emailing the same to designated managers Uploading Product Declarations into relevant X Drive and insert connecting hyperlink Managing Outlook (Calendar) and Zoom meeting invitations as instructed by top management on monthly basis.

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